



Monthly Meeting

February 16, 2022 | 8:15 a.m. - Noon | Zoom

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
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	Yes
Funk, Danielle	Program Manager	HSC End-of-Life Care	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Manley Darlene	Manager Business Operations	Student Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	No*
Nichols, Melanie	Supervisor Campus Services	Auxiliary/Operations	Yes
Patrick, Jr., Kevin	Project Coordinator	University Registrar	No*
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	No*
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	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

*Excused

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:25 a.m. and a quorum was established.

First Business

Approval of January minutes motioned by Thea. Angela seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

The group needed to approve the Treasurer's Report from last month's meeting.

Melanie reported a beginning balance of \$3,358.18 with the following expenses for December:

-\$21.20 (phone)

-\$1,594.80 (Staff Council laptop)

= \$1,616.00 total expenses

That leaves an ending balance of \$1,742.18. We have spent 62.12% of our budget YTD.

Approval of January Treasurer's Report motioned by Thea. Brian seconded. All in favor and motion was carried.

Melanie reported a beginning balance of \$1,742.18 with one expense for January:

-\$21.20 (phone)

That leaves an ending balance of \$1,720.98. We have spent 62.67% of our budget YTD.

Approval of February Treasurer's Report motioned by Thea. Brian seconded. All in favor and motion was carried.

Chair's Report

By Michael Torries, *Chair*

Mike reported he followed up with Sarah regarding whether the performance reviews were used to determine merit raises. She confirmed with Cris DeBord, VP for Talent and Culture, that they do.

He reached out to Rebecca Meyer, Director, Compensation Administration, about attending an upcoming meeting. With the change in the budget and funding not yet received, she asked to postpone until she has that information. Mike agreed.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley did not have much to report.

The Higher Education Policy Commission (HEPC) provided them with a draft of the outcome-based funding formula (excludes WVU). She will share that with the group.

She had also sent the group the summaries of the legislature reports.

Their next meeting is scheduled for February 21st at the Marshall University Graduate College in Charleston, WV.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they will meet February 17th & 18th at the Alumni Center. She will post the link to the agendas in Teams. There is a Zoom option, as well (except for the executive session).

Raises will be the topic of conversation. She has been talking with their chair and he is supportive of getting employees as much as possible.

Committee Reports

Legislation

By Kevin Patrick, Jr., *Chair*

Kevin could not attend the meeting due to work obligations.

Mike noted they will need to discuss a time to visit Charleston to speak with legislators. He would like to make it a collaborative visit along with faculty.

Shirley will consult with the ACCE Legislative Committee to see if they have planned a trip.

Compensation

By Angela Henderson, *Chair*

Angela did not have much to report. She has not received any questions/concerns from anyone.

She received an email from a staff member who had concerns and with his permission, she shared it with Rebecca Meyer and Jaime Bolyard, Compensation Administration. Their next quarterly meeting is scheduled for March 31st. Please send her any items to discuss.

No update from the merit raise committee. That will likely be after the performance review process is completed.

Melanie reviewed the timeline for the performance reviews and it showed they will be conducting the results of the evaluations with employees in May. She was under the impression the merit pay increases would go into effect in April.

Sarah does not believe anything has been finalized from the merit pay increases timeline; they may need to adjust it. She will follow up with Rebecca to see if she has any information.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan could not attend the meeting until later due to work obligations.

Dianne shared she met with reps from Talent and Culture – Samantha Burwell, Director, and Valerie Bailey, Project Manager, to discuss implementation of the revised program. Dianne would like to have it completed by April.

She also pulled Janelle in as she handles the applications. She is also going to add Thea.

They will meet every other Thursday.

Welfare

By Tammy Blake, *Chair*

Tammy reported they met on February 1st and discussed the ‘Did You Know?’ feature from a department within WVU for our website. She posted the draft in Teams.

They also discussed having an employee appreciation featured on our website each week. That draft is also in Teams. Sarah is providing them with a list of names this week.

Melanie said March 4th is Employee Appreciation Day. In her unit, they are talking about employee appreciation week.

Darlene said she will attend the Faculty Senate Welfare Committee, as well.

Danielle added she is still working on finding out about virtual counseling for employees.

Nan added she has been attending the Project Echo Campus Mental Health sessions which is training to assist with addressing mental health issues. She will share the link with the group.

Jay shared the Carruth Center is looking at focusing on employee mental health and well-being in addition to students.

Tammy said the committee will plan to meet around the beginning of March.

Student Retention Ad-hoc Committee

By Peggy Runyon, *Chair*

Peggy could not attend the meeting due to work obligations.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported the blood drive was held on January 31st at St. John University Parish. It went well overall. They received 19 units; their goal was 25.

She thanked Lisa and Nan for helping her staff the table.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they meet quarterly and have not had any special meetings.

Sustainability Committee

By Angela Henderson, *Classified Staff Rep.*

Angela reported they met on Monday to finish the final touches on the Sustainability survey.

Tracy Knabenshue, Director, Sustainability, gave them a brief update. They received around five tons of hard back books from the recycling project. They are still pushing students to enroll in the reusable lunch box program.

They would like to have guest speakers Delegate Evan Hanson back to talk about legislative items such as the nuclear power bill, as well as Samantha Stefanov, Office Administrator, Center for Energy and Sustainable Development and WVU Law.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike has not received a report but expects it within the next few days. He will share with the group.

Parking

By Peggy Runyon, *Classified Staff Rep.*

As previously noted, Peggy could not attend the meeting due to work obligations.

Old Business

Melanie asked if any information was received regarding a report which would show if an employee's final comments changed the outcome of their performance review as discussed during last month's meeting. Sarah checked with ITS and they do not have a performance review system but rather a patchwork of components and there is no way to pull that specific information due to system limitations. If an employee submits comments upon the review process, their supervisor and second-level supervisor are required to look at those. She is hoping they will soon have that ability with a new system that is in the works.

Angela said Tammy and Thea have been helping her go through the list of employees who worked on campus during the pandemic. They are still working on that as it is very time-consuming due to it not being staff-specific; it also lists faculty. Sarah will ask someone on her team for further assistance in checking those names to determine who is staff.

Brian contacted Jerry Wood, Director, Veterans Affairs, and he has been out of town for the last few weeks so he will reach out again to discuss some ideas regarding an event on Veteran's Day for employee veterans (and student veterans) to meet and have the day off work.

Regarding the change in sick leave and COVID-positive employees, employees will now have to use sick leave as the extension on the emergency leave has expired as of September 2021. This is causing problems as many employees do not have the adequate amount of sick leave if they have COVID. They will then come to work and expose others.

Jude said they recently had an outbreak in his facility and from his understanding, if you contracted it at work, they allowed you to use the emergency leave. James D. said that is correct. Vaccinated individuals were given the emergency leave if they contracted COVID, but unvaccinated individuals had to use their own time.

Sarah will reach out to Medical Management to verify the protocol.

New Business

There was one classified staff employee who was nominated for Staff Emeritus. The Executive Committee reviewed the employee's file, however, there were a few people who could not review the file due to their work schedule. After discussion, Lisa motioned to postpone the approval/voting until the March meeting. Tammy seconded. All in favor and motion was carried.

President's Meeting

The meeting is scheduled for Monday, February 21, 2022, beginning at noon, via Zoom. The group could not determine any pertinent agenda items to present to him this month until more information is gathered.

Lisa motioned to forego the meeting this month. Darlene seconded. All in favor and motion was carried.

Adjournment

Thea motioned to adjourn. Angela seconded. All in favor and meeting adjourned at 11:00 a.m.