



Meeting Minutes

July 21, 2021 | 8:15 a.m. | Bluestone Room, Mountainlair | Zoom

Name	Title	Department	Present
Blake, Tammy	Academic Program Associate	Animal & Nutritional Sciences	Yes
Browne, Thea	Administrative Assistant Senior	University Libraries	No*
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Cantrell-Byrd, Nancy	Program Assistant II	CLASS	Yes
Crabtree, Joan	Supervisor Campus Services	Auxiliary/Operations	Yes
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	No*
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	Yes
Nichols, Melanie	Supervisor Campus Services	Auxiliary/Operations	Yes
Patrick, Jr., Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Seime, Sarah	Director, HR Partners	T&C, Employee Relations	Yes
Stewart, Dianne	Program Assistant	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	No*

***Excused**

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

Call to Order

The meeting was called to order by the chair, Mike Torries, at 8:19 a.m. and a quorum was established.

First Business

Approval of June minutes motioned by Lisa. Peggy seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols

Melanie reported she has a year-to-date report being it is the end of the last fiscal year and the new fiscal year reporting will begin next month.

Beginning balance was \$4,610.00 with the following total expenses:

- \$254.40 (telephone)
- \$32.48 (postage/freight)
- \$0.79 (printing)
- \$280.00 (employee recognition/awards)
- \$294.97 (office expenses)
= \$862.64 total expenses

That leaves an ending balance and surplus of \$3,747.36.

Janelle purchased a laptop on June 24 for her hybrid schedule. That amount was \$1,370 and will come out of the new budget.

The group voted to move the remainder of our budget to supplement the fund for the Staff Council Tuition Scholarship for Children of Classified Staff. Janelle is corresponding with the appropriate persons to ensure that is completed.

Approval of Treasurer's Report motioned by Angela. Lisa seconded. All in favor and motion was carried.

Chair's Report

By Mike Torries, *Chair*

After welcoming new and returning members and introductions, Mike reported he reached out to the incoming Faculty Senate chair, Ashley Martucci and the chair-elect, Scott Wayne, to discuss how we can collaborate. They were excited about sharing resources and ideas as well as focusing on legislative items of interest and employee wellness.

He emailed Rob Alsop, VP for Strategic Initiatives, and Cris DeBord, VP for Talent & Culture, as the new chair and asked them if they wanted to meet with him or had any suggestions for possible improvements we can make.

Advisory Council for Classified Staff Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley explained her role as the WVU representative for classified staff employees on the ACCE which advocates for various issues that pertain to classified staff of higher education institutions in the state.

Many of the schools have only non-classified staff employees, however, some of the presidents are going to allow a non-classified employee to have a seat on the ACCE so they have some representation.

Many new members were unsure of the differences between classified and non-classified staff. Mike added that will be addressed and will have someone provide more information during the retreat next month.

Shirley reported they recently had their retreat. Guest speakers included Matt Turner, Executive Vice Chancellor for Administration; Patricia Humphries, Vice Chancellor for Human Resources; Bruce Cottrell, who took a position at another institution and his replacement, Michelle Starch, Senior Human Resources Specialist.

They also discussed grievance procedures, higher ed, and finance.

They then had an all-staff information session with 56 people who had Zoomed in which included classified and non-classified staff employees.

The group then elected their officers and scheduled meetings for 2021-22, likely via Zoom.

You can find agendas and minutes on their website, wvacce.org.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa provided a brief overview of the BOG and her role. There are four elected representatives consisting of two faculty, one staff, and one Student Government Association (SGA) person. The rest are appointed by the governor, making up 17 total BOG members.

The Board meets 6-8 times a year; sometimes they have special meetings that are about an hour long, depending on the action item.

They had a meeting on June 25 and approved a budget of \$1.1 billion for the fiscal year. Part of that was a 1.5% increase in student tuition. Even with the money from the CARES act and other funding they received to cover COVID expenses, there wasn't enough to cover everything but are investing back into the University. Another part of that is a 1.5% pool of money for pay increases beginning January 2022. That does not necessarily mean everyone will receive a pay

increase; it will be distributed once a method to do so has been determined. The BOG does not decide how that will be used; they just approve the amount.

They received money from the Coronavirus Aid, Relief, and Economic Security Act (CARES), the Coronavirus Response and Relief Supplemental Appropriations Act, and American Rescue Plan. Of the \$104 million they received, it did not cover all the expenses due to the decrease in enrollment, summer camps and international students because they could not travel due to the travel ban.

Their regular meetings are open; however, committee meetings are usually executive session. More information can be found on their website, bog.wvu.edu.

The next meeting is scheduled for September 17.

Committee Reports

Legislative

Mike previously served as chair of the committee. He reported the WV Legislature had a special session on June 24 to adjust 28 issues including allocation of a \$250 million budget surplus.

WV code mandates 50% of that amount is put into the Rainy-Day Fund. They allocated money for the Board of Education; the Governor's Civil Contingency fund; State's Local Economic Assistance Program; the tax department in Charleston; and \$42 million went to the state's park improvements. New River Gorge is being designated as a national park.

They eliminated cuts that were planned for higher education with the money as well. A total of \$58 million is to be applied to next year's budget across WVU, Marshall and other smaller schools.

Another special session may take place later in the summer.

Compensation

Angela previously served as chair of the committee. She reported the group discussed ways to compensate employees who were on the frontlines during the pandemic at the last President's meeting, but she has not received any ideas.

They had approached HR with some ideas and one of them was maybe more floating holidays. She received a response and they said that isn't possible due to systematic challenges; the perceived impact on those who also contributed to the success of the University by completing demanding challenges while remote or hybrid.

The other item they discussed was annual leave or items like free parking or use of the Rec Center. They said it's not something that can be automated, it would cause a large amount of manual tracking which would cost money.

Mike added during casual discussion after the last monthly meeting, some ideas were brought up such as names on a website; certificates; button badges; and a special coin.

Lisa added they have a Mountaineer Star where they recognize employees.

Sarah is likely able to help with acquiring a list of names of employees who were on campus the entire time of the pandemic for certificates but may need help from a committee member.

Peggy and Angela volunteered to assist her. They will plan a time to meet.

Tuition Assistance

Joan previously served as chair of the committee. She was not present at the time but relayed to Janelle that the deadline for Fall Tuition Assistance was July 19.

Welfare

Dianne previously served as chair of the committee. She reported the only item coming up is the end of the term for the Excel class for the first group. She will have more to report during the next meeting.

Lisa would like to see our Welfare Committee collaborate with the Faculty Senate Welfare Committee.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have a meeting scheduled for August 9.

Parking

Lisa said Parking is having a lot of issues with permits and people not getting in the gate in Area 9, Mountainlair garage.

Danielle works at the HSC and at the Mountaineer Station's parking lot's new entrance, across from Office Depot, there is a stop sign but no one stops, and she has almost been hit nearly every day. Lisa suggested to send an email to them.

Peggy will serve as the classified staff representative for Parking.

Tobacco-and Smoke-Free Steering Committee

By Mike Torries, *Classified Staff Rep.*

Mike reported he sent out the June report to the group. He asked a few questions about the data. The Compliance Officer said the non-tobacco user interactions are people he has spoken

with for longer than 30 seconds, talked about the program or have given him information on tobacco use in the area. He asks questions about tobacco use they may have seen when he is not present.

They may be having a meeting soon.

Blood Drive

By Dianne Stewart, *Red Cross Blood Drive Coordinator*

Dianne said they have not reached out to her yet. She was reviewing some updates and they do not require masks anymore for those donating; only for those not vaccinated.

Old Business

The group discussed recognition ideas for those employees who worked on the frontlines during the pandemic: certificates; names on a website; employee spotlight; and a lapel button that says something like frontline worker or COVID champion.

If compensation is not attainable then recognition is a must.

New Business

The group had the election of officers of Staff Council which are the Vice-Chair; Parliamentarian; Secretary/Treasurer; and two (2) Members-at-Large.

Sarah collected the Zoom members' votes and Janelle collected the votes from the members physically present. Janelle and Sarah tallied the votes over the phone.

Mike opened the floor for nominations for the Vice-Chair. Lisa nominated Kevin. Kevin accepted. Shirley nominated Dianne. Dianne accepted. Mike closed nominations. Kevin is the Vice-Chair.

Mike called for nominations for the Secretary/Treasurer. Peggy nominated Melanie. Melanie accepted. No other nominations were given. Mike closed nominations. Melanie is the Secretary/Treasurer.

Mike opened nominations for the Parliamentarian. Lisa nominated Angela. Angela accepted. No other nominations were given. Mike closed nominations. Angela is the Parliamentarian.

Mike opened the floor for nominations for (2) Members-at-Large. Melanie nominated Peggy. Peggy accepted. Lisa nominated Danielle. Danielle accepted. Tammy nominated herself. Nan nominated herself. No other nominations were given. Mike closed nominations. Peggy is a Member-at-Large. There was a tie between Danielle and Tammy. Mike voted. He voted for Danielle being she was the second person nominated. Danielle is a Member-at-Large.

Mike provided the group with their committee assignments. He would like for them to elect a chair of their committee and plan a time to have their first meeting. With members attending in person and via Zoom, the group decided to do that during the retreat.

President's Meeting

The President's Meeting is rescheduled for Wednesday, August 4, 2021 beginning at noon, via Zoom. Items for the agenda were determined as follows:

- New member introductions
- Frontline employee recognition ideas
- A COVID matrix in place if numbers spike

Adjournment

Tammy motioned to adjourn. Angela seconded. All in favor and meeting adjourned at approximately 11:05 a.m.