



Monthly Meeting

October 19, 2022 | 8:15 a.m. - Noon | 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	Manager, Physical Plant II	Auxiliary/Operations	Yes
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	No
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Manley, Darlene	Manager Business Operations	Student Life	No*
Martin, Lisa	Special Events Coordinator Senior	Event Management	No*
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Roman, Michelle	Assistant Accountant	SSC Financial Management	Yes
Savage, Diana	Campus Service Worker Lead	Auxiliary/Operations	Yes
Seime, Sarah	Director, HR Partners	T&C, Employee Relations	Yes
Sollenberger, Danielle	Program Manager	HSC End-of-Life Care	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

Guest Speaker: Tracey Morris, *Director, Talent Strategy*

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:21 a.m. and a quorum was established.

First Business

Approval of September minutes motioned by Tammy. Danielle seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$4,554.28 with the following expenses:

-\$96.67 (Amazon – retirement gift for Peggy Runyon)

-\$21.20 (telephone)

= \$117.87 total expenses

That leaves an ending balance of \$4,436.41.

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

Chair's Report

By Michael Torries, *Chair*

Mike reported he has been attending the Tuition Assistance Planning Project Committee meetings and items are progressing well. We appreciate Samantha Burwell, Director, Talent & Culture, and the team she has put together. Dianne will provide more information during her committee report. The committee members have also met with Jacob Kidwell, Assistant Director, Administrative Financial Planning, to discuss Staff Council's budget and some items that we were unaware of. More on that under New Business.

He received an email from the Division of Communication Sciences to announce they will be having an audiology screening on December 2nd at the Applied Human Sciences building (formerly the College of Physical Activity and Sport Sciences).

He recently served on the Honorary Degree Committee. They typically have eight or nine applicants but this year there were 22. He also served on the Most Loyal Mountaineer/Most Loyal Alumni Committee. Those awards will be presented to the recipients during an upcoming football game.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they went over the survey for staff and have been working with HEPC as they will be distributing it. Once it is complete, it will be given to all the presidents for review and approval. The survey will be used to gauge what staff need and their awareness of the happenings on their campuses as well as who serves on their Staff Council.

The next meeting is scheduled for November 14th at WVU Parkersburg, beginning at 9:00 a.m.

Board of Governors (BOG) Report

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

Lisa was unable to attend but sent an email to Mike.

The next BOG meeting is scheduled for Friday, November 11th at the Erickson Alumni Center and she will be giving a report to the Board members that will highlight classified staff at all WVU campuses and the work they do. Time is to be determined but she will post to Teams once she learns more.

Mike asked if your schedule allows, please try to attend to show your support.

Guest Speaker

Screening of Candidates and Minimum Job Qualifications

Tracey Morris, *Director, Talent Strategy*

Tracey kindly agreed to give an overview of the general screening of candidates after a conversation with an internal candidate that was not chosen for a job.

The job description is created by the hiring supervisor, an HR Partner as well as Classification and Compensation. The job description identifies as the minimum job qualifications: years of experience, minimum education, knowledge and skills. The minimum qualifications can be revised depending on how the position has evolved over time.

Anytime a job is posted on WVU Hire, they ensure it is posted on the internal staff board. One of the advantages for internal candidates is that some jobs are only posted internally, not externally. Also, her team will assist an internal candidate with their resume or interviewing skills. They also have a dual career coordinator.

The assessment process – conducted by the recruitment team which consists of Talent Strategy and Shared Services – involves education requirements, experience requirements, knowledge, skills and abilities, and they compare that to the applicant submission (application and/or resume). If a job requires a bachelor's degree and two years of experience or equivalency then all the checks are marked

and they proceed but if they do not have a bachelor's degree, they may have four years of experience to equate to the bachelor's degree plus two years of experience.

WVU is a Federal Government contractor. All contractors who have more than 50 employees and contracts greater than \$50,000 annually are required to follow the regulations of the Office of Federal Contract Compliance programs (OFCCP). The OFCCP requires that a candidate must meet the minimum qualifications for the job to be moved to the hiring manager. If you move a candidate who does not meet the requirements, the OFCCP will perform an audit and review your processes and could lead to a conciliation agreement which requires significant documentation for several years. They could also revoke the ability to be a federal contractor so any programs supported by federal grant dollars would no longer exist.

One of the items that help WVU to meet the requirements is the affirmative action reporting that they do every year. They work with an external vendor who looks at the diversity of our pool of candidates for each job and at the diversity of the population.

Some things they do to take affirmative action is post all our jobs on a site called diversityjobs.com. Some jobs are also posted on HBCU's (Historically Black Colleges and Universities) within a fair distance of this area.

They also work closely with several organizations with candidates who identify as someone with a disability as well as several veterans organizations. They will work with that organization and help with resume writing and interviewing skills. Talent Strategy has a person dedicated solely to inclusive outreach.

Tracey and her team welcome any questions and are happy to assist.

Committee Reports

Legislative

By Michael Torries

Mike did not have a report. He mentioned Senator Rucker is no longer the Education Chair. He is unsure who the Senate President will appoint to that role.

Compensation

By Angela Henderson, *Chair*

Angela did not have any specific items to report. She has been busy with the Job Family Architecture Project with the other committee members. You can check for updates on the website.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported the deadline to apply for the Staff Council Scholarship for the Spring term is November 1st.

Dianne reported the Staff Council Scholarship Program microsite has launched and is in line with the OneWVU approach to include WVU Tech and Potomac State. The Tuition Assistance Committee will need to discuss how to allot the remainder of the budget for the Spring and Summer semesters.

Welfare

By Tammy Blake, *Chair*

Tammy reported they met on September 29th and discussed the Coat Drive flyer, applications and ENEWS announcement. That information can be found on our Teams Welfare Committee channel under Files. It will run from October 17th through November 11th. The two drop-offs are located at the greenhouse and the downtown library.

Their next meeting is scheduled for October 21st at 1:30 p.m.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported a blood drive is scheduled for January 30, 2023. She informed iServe to add it to their calendar and has flyers printed. She will have a sign-up sheet around the beginning of December to help with staffing the table.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported their next meeting will be in the summer.

Sustainability

By Angela Henderson, *Staff Council Rep.*

Angela gave some updates from a report from Traci Knabenshue, Director of Sustainability:

- There was a recycling education event, Ready. Set. Recycle. on October 17th which featured a mobile recycling facility
- There will be a litter clean-up led by SGA on October 20th (there is a sign-up on iServe)
- There will be a tree planting taking place on October 25th and 26th
- They are still working on the timing and space for a lumber sale during Mountaineer Week

- The grant for the redesign of the President's Trail is underway
- SGA rep Jillian Blair gave a report; they did a student accessibility survey and will be using that to plan the next steps towards sustainability goals
- The committee elected a chair elect, Kirsten Stephan, for next year
- They discussed setting up work groups for the next year

The committee is meeting today to tour the campus food garden which is headed by Nikki Byrne-Hoffman.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike reported he sent out the September report to the group a few weeks ago.

Parking

Mike will reach out to someone in Parking to inquire about their meetings.

Old Business

Nan shared they now have Naloxone on three levels of her building (CLASS) and all their advisors and others who have frequent contact with students are trained in administering the drug and where the boxes are located. She recommends anyone who works with students regularly to get the training. Joan added the boxes are also located in all the residence halls and the Residential Assistants are being trained.

New Business

With Kevin Patrick, Jr.'s resignation, the group will need to elect a new Vice Chair. Mike opened the floor for nominations. Tammy nominated Brian but he had to decline. Shirley nominated Thea but she had to decline as well. Thea nominated Shirley and she accepted. Tammy nominated Jude and he accepted. Shirley nominated Dianne but she declined. Nan nominated Angela but she also declined. Jude nominated Nan but she declined. Dianne nominated Michelle but she declined. Shirley nominated Jay but he declined.

The group sent their vote to Sarah via text and/or manually on paper. Sarah and Janelle tallied the votes. Shirley is the new Vice Chair.

The group also needed to elect a new Member-at-Large with Peggy Runyon retiring. Mike opened the floor for nominations. Angela nominated Jude and he accepted. No other nominations were made. Jude is the new Member-at-Large.

As Mike previously reported in his Chair's Report, we were made aware of some funds available to Staff Council. Along with the regular central budget and employee salary there is a line item for \$2,500 going toward the Regent's Bachelor of Arts (RBA) portfolio fee under the former Tuition Assistance program that would reimburse the employee. Upon the University making changes to the RBA program, those monies will no longer be used for that purpose. After discussion, Brian moved to donate \$500 toward the Welfare Committee Coat Drive to help supplement it if there is a need and if not, it will be put back into our budget. Jay seconded. All in favor and motion was carried.

There is also a \$5,000 Foundation non-endowed fund, WVU Staff Development, for activities which include employee of the year; Staff Council luncheons; a WVU retirement dinner; and employee-related meetings, receptions, and events.

Brian and Nan have been working on some projects related to staff employees who are veterans. They are working on a survey to gauge what staff veterans need or want. He has spoken with several veterans at WVU and a common concern is that we do not get Veteran's Day off, but the University gives the Wednesday before Thanksgiving in place of it. They will post it to Teams files for the group to review.

President's Meeting

The meeting is scheduled for Monday, October 24, 2022, beginning at noon, in the President's Conference Room, Stewart Hall and via Zoom. Items for the agenda were determined as follows:

- Legislative priorities that concern WVU.
- Update on state healthcare. There are talks that Ruby will be going self-insured.
- Would it be possible to include faculty & staff on Talkspace?

Adjournment

Tammy motioned to adjourn. Nan seconded. All in favor and meeting adjourned at 12:09 p.m.