



## Meeting Minutes

March 17, 2021 | 9:00 a.m. | Remote Meeting

*\*Excused*

Name	Title	Department	Present
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Hughes, Tiffany	Residence Life Specialist	SL Housing & Residence Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Mays, Eva	Library Associate	University Libraries	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	No*
Patrick, 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 II	Undergraduate Admissions	Yes
Tennant, Amber	Director	T&C, Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Walls, Natalie	Assistant Director	T&C, Employee Relations	No*

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

### **Call to Order**

The meeting was called to order by the chair, Peggy Runyon, at 9:05 a.m. and a quorum was established.

### **First Business**

Approval of February minutes motioned by Mike. Dianne seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Janelle Squires, *on behalf of Melanie Nichols, Secretary/Treasurer*

There was a beginning balance of \$4,194.83 with one expense of \$21.20 for the telephone. That leaves an ending balance of \$4,173.63. We've spent 9.47% of our budget YTD.

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

### **Chair's Report**

By Peggy Runyon, *Chair*

The Staff Council Election is forthcoming and nominations are being accepted through March 25<sup>th</sup>. She will forward the list of classified staff with their sectors to the group as a collective effort to recruit coworkers who may be interested.

The Executive Committee met to review the two (2) Classified Staff Emeritus nominees. They felt some information was lacking and requested additional documentation. More on that under New Business.

They've been carefully watching the Campus Carry bill which now has five versions. Mike will report more on that under Committee Reports.

Peggy had surveyed the group to determine our stance on Campus Carry – the majority was against it; four people did not respond.

### **Advisory Council for Classified Staff Employees (ACCE) Report**

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they discussed the Job Classification Committee (JCC) and what they do:

- Responsible for modifying, deleting jobs and assignments on job titles; reviewing and revising job titles to make them consistent among organizations including adopting consistent abbreviations

- Establishing job worth hierarchy and data lines for each job title; classifying jobs establishing proper pay grades and placing jobs in pay grades consistent with the job evaluation plan determining when new job titles are needed and creating new job titles within the system
- Recommending base pay enhancements for jobs for which the application of point factor produces significantly low salaries than external market practices
- Recommending procedure for performing job family reviews
- Hearing job classification appeals prior to the formal grievance procedure

WVU is exempt from this because we have our own BOG Rules and decisions fall under the Talent & Culture; BOG Rule 3.1 which pertains to Administration and Employee Practices.

Questions were presented to Trish Humphries, Vice Chancellor for Human Resources, pertaining to inclement weather and how each university handles those types of situations. When they declare a remote day, whether employees are compensated for that or do they have to take annual leave.

Lisa added if inclement weather prevents you from coming into work then you would need to use annual leave.

They are still watching Campus Carry which ACCE is opposed to.

### **Board of Governors (BOG) Report**

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they had a special meeting on March 5<sup>th</sup> with the following voting items:

- Extending the Sodexo contract for another three (3) years because of the decline in revenues over the last year
- Recreation at Mylan Park was extended another three (3) years
- Financing bonds to cover existing building with Athletics, John Chambers College and Eberly College; as well as HSC

She does not have an update on Towers renovations per Melanie's inquiry.

Their next meeting is scheduled for April 23<sup>rd</sup> and she will share the agenda with the group once she receives it.

## ***Committee Reports***

### **Legislative**

By Michael Torries, *Chair*

Mike reported he and Peggy met with Travis Mollohan, Director of Government Relations, and Rocco Fucillo, Senior Advisor and Director of State Relations, on March 5<sup>th</sup>. They shared that they are hearing the Campus Carry will pass. They are monitoring the agendas of the committees and if it makes it to an agenda, it will likely be approved by the committee. There are several bills stemming from the Senate Judiciary Committee or the House Education Committee.

The University responded as a whole, and faculty sent a resolution stating they are against it.

Peggy added everyone may send emails or phone calls voicing your opinion to legislators.

Lisa suggested when these meetings are taking place, we communicate with faculty leadership so we're all having the same conversation.

Per the results of the poll Peggy sent to the group regarding Campus Carry bills, we will send a letter of resolution stating our opposition.

### **Compensation**

By Angela Henderson, *on behalf of Terrence Dunson*

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

They are looking to modernize and update job classification and titles.

They discussed some other issues that have come up over the years they were unaware of such as the lack of upward mobility for employees in Facilities Management due to increased certifications.

Shirley questioned if she were to apply for another position and met all qualifications, would they look at her first or hire an external applicant? Sarah said they can post positions both internally and externally or can post only internally. She can find out more information on recruitment practices and how they manage it.

Shirley said they used to have equal opportunity representative to ensure they met the qualifications. Sarah said Elizabeth Slavinsky, Assistant Director, Talent Strategy, handles EEO. She can reach out to her to have her come in to explain how she manages that. Peggy agreed, either the April or May meeting would be good.

Email Angela with any issues to discuss at their next quarterly meeting during the first week in June.

### **Tuition Assistance**

By Joan Crabtree, *Chair*

Joan reported there were eight (8) applicants for the Tuition Scholarship for Children of Classified Staff.

Tuition Assistance for Summer 2021 deadline is April 30<sup>th</sup> and the deadline for Fall 2021 semester is July 19<sup>th</sup>.

### **Welfare**

By Dianne Stewart, *Chair*

Dianne reported they received sixteen (16) responses in the beginner group for the Microsoft Excel training. They will have until August to work through the modules.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not had a meeting.

### **Transportation & Parking**

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not met.

### **Student Retention Ad-hoc Committee**

By Kevin Patrick, Jr., *Chair*

Kevin reported they've not met to discuss any items.

Lisa added they are having success with the Refresh series in which they do different virtual activities like date night cooking class and an art class, to name a few. More information at [refresh.wvu.edu](http://refresh.wvu.edu).

### **Tobacco-and Smoke-Free Steering Committee**

By Michael Torries, *Classified Staff Rep.*

Mike does not have a current report but may receive it sometime after this meeting.

## **Sustainability**

By Angela Henderson, *Classified Staff Rep.*

Angela reported they had a brief meeting with the Sustainability Office, and they shared they submitted their STARS report so we should be getting our rating sometime at the end of this month or early April. She will share the results with the group once she receives it.

During their last meeting, staff received a round of applause because we had the highest rate of completion of the Sustainability Survey; 33-35% of respondents compared to 5% of the other group.

They will use the survey results to draft a resolution that will go to the BOG to see how we will move forward in our sustainability efforts.

## **Red Cross Blood Drive**

By Dana Musick

Dana reported the blood drive is still scheduled for April 19<sup>th</sup> from 1:00 p.m. to 6:00 p.m. at St. John's Parrish.

Including herself, there are three people staffing the table. If interested, please let her know.

## **Old Business**

Thea shared one of the librarians made a library guide that includes a series of books and electronic resources available for supervisors to assign to employees who are at home quarantined: <https://libguides.wvu.edu/workplacelearning>.

Karen Diaz, the Dean of Libraries, has not met with Ted Svehlik, Associate VP of Auxiliary and Business Services, or Rob Alsop, VP for Strategic Initiatives, about getting laptops or hot spots for staff but Rob agreed it was a good idea.

Shirley will follow up with Campus Ministries regarding the copy of the canceled check for the Hearts and Hands recipient.

Mike inquired if we heard anything back about staff representation on the various action-oriented committees within the Office of Diversity, Equity and Inclusion. Peggy shared there were a few meetings scheduled but they ended up being canceled. She'll follow up and if anyone is interested in serving on one of the committees, let her know.

Lisa inquired if there were any new numbers to share regarding the Incentivized Voluntary Separation Program. Sarah said they are still working with leaders and employees who expressed interest. She'll likely have a better inclination next month.

### **New Business**

The Executive Committee met and discussed the two (2) Classified Staff Emeritus nominees, Burlene Forquer and Sheila Powell, and reviewed their documentation. They agreed both should be approved. The rest of the group reviewed the files and agreed to approve both applicants. Their names will be forwarded to the Office of the President for final approval.

### **President's Meeting**

The President's Meeting is rescheduled for Thursday, March 25, 2021 beginning at noon, via Zoom. Agenda items were determined as follows:

- Regarding proposed bills affecting higher ed, if the soda tax is taken from WVU, how do we plan to backfill that money for HSC?
- Any forecast on the process for return to campus for people who've been remote, i.e., condensing office space in buildings that are leased.
- With the University gauging students' interest in getting the COVID vaccine, would it be something that is required to attend WVU, such as other vaccines are?

### **Adjournment**

Tiffany motioned to adjourn. Lisa seconded. All in favor and meeting adjourned at 11:08 a.m.