



## Monthly Meeting

**May 15, 2024 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | 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
Barclay, Anne	Assistant Accountant	Shared Services	No*
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Castner, Paul	Trades Specialist II	Auxiliary/Maintenance	No*
Crabtree, Joan	Manager, Physical Plant II	Auxiliary/Operations	Yes
George-Jones, Tara	Program Manager	Global Affairs	Yes
Joplin, Michael	Manager Physical Plant II	Auxiliary Operations	Yes
Lemine, Matthew (Brett)	Trades Specialist I	Auxiliary Maintenance	Yes
Richards, Tim	Piano Technician Senior	College of Creative Arts, Music	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
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
Twyford, John	PRT Technician II	Auxiliary PRT	No*
Vincent, Jodi	Administrative Assistant	WRC and LGBTQ+ Center	No*

*\*Excused*

**Also in Attendance:** Dana Musick, *Administrative Assistant, CAHS Counseling and Well Being*  
 Holly Leleux-Thubron, *University Communications Specialist Senior, UR*  
 Nancy Yates, *Program Coordinator, Ext. 4H Youth Development*

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

### **Call to Order**

The meeting was called to order by the chair, Shirley Robinson, at 8:24 a.m. and a quorum was established later in the meeting.

### **First Business**

Shirley had one correction to the April minutes – the correct name of the Ad-hoc Governance Search Committee. Approval of April minutes with the amendment motioned by Dianne. Joan seconded. All in favor and motion carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$1,576.63 with one expense of \$21.20 for the telephone. That left an ending balance of \$1,555.43.

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

### **Chair's Report**

By Shirley Robinson

Shirley reported she attended the Faculty Senate meeting.

### **Advisory Council of Classified Employees (ACCE) Report**

By Jodi Vincent, *Classified Staff Council Rep.*

Jodi was unable to attend the meeting but had sent her report to the group the following day.

Brian Weingart, Senior Director of Financial Aid spoke about the Better FAFSA (Free Application for Federal Student Aid) in WV.

Reminder that if students have not applied for the Promise Scholarship (Maximum of \$5500) they must be applied to before September 1. Students cannot receive a full scholarship even if they are able if they don't apply in time so get the word out!

A new Higher Education Grant (Maximum of \$3400) New students should be looking for around July 1. Returning students should be able to see it about any time now.

Degree Pursuant Coursework – Financial Aid Office can help students who can appeal to be able to still receive state aid if cannot receive federal aid. They do have a portal for management of aid to be taken care of all-in-one place: [thesocialpresskit.com/cfw](http://thesocialpresskit.com/cfw).

HEPC reported that the benchmarking of job descriptions has begun. Then we will begin doing salary structure. BLS (Bureau Labor Statistics) salary structures have been approved. A new schedule is out there, and the new minimum is the medium at the previous. This is not approved yet, but they believe this updated salary schedule will be approved later.

Further discussion regarding the BLS information and the longer the time between the actual salary survey and the time the data is aged is only supposed to be two years. All major firms agree that data should not be aged more than two years.

Factors:

- Use apples to apples comparisons: USDOL, Cost Index – Total Compensation salary is not broken out separately.
- Must have a common date. HEPC did not have a common date. So, if this market study says we are not lagging, then there is something wrong. Staff members should be checking compensation policies on what the policy at your school is.

It was also pointed out on the new 2024 HEPC scale, that the minimum is set at 77% of midpoint and the maximum is at 122% of the midpoint of the new schedule. There is 16% difference between pay grades because they were placing people on the scale at their current salary not by position. Typically, there is a 10-20% difference between a supervisor and employee but there could be a 60% range width according to the chart because of the broad banding perimeters built into the schedule.

Chair Derrico is to get together with Staff Council Chairs soon.

ACCE plans on pulling their Legislative brochure together at their July retreat. I will then share it with WVU for modification/use for our benefit.

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

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley reported she was asked to serve on the Search Committee to choose a firm for the presidential search by the BOG chair. There were eleven firms that applied, and they have narrowed it down to one firm.

She has provided the list of nominees of classified staff representatives who had interest in serving on the Presidential Search Committee. Dr. Patrice Harris, who oversees the Ad-hoc Governance Committee, along with the committee members, will review the names of those individuals, as well as faculty members and students and make their selections by May 29.

During their May 5 special BOG meeting, Sharon Martin, VP University Engagement and Chief Marketing Officer, discussed the summer marketing and communications planning.

## ***Committee Reports***

### **Legislative**

By Jay Bucklew, *Chair*

Jay reported most of the committee members met briefly to discuss amendments to our Bylaws; mainly verbiage to be more in line with Diversity, Equity and Inclusion and change any wording from he/she to they/them.

He would like to schedule a meeting either this week or next week.

### **Compensation**

We are waiting for the Compensation Administration reps to determine the dates of the quarterly meetings.

### **Tuition Assistance/Scholarship**

By Dianne Stewart, *Chair*

Dianne reported there were seventeen employees who applied for the scholarship for fall 2024.

Academic year 2023-24 numbers:

- Fall – 12 scholarships totaling \$14,572
- Spring – 11 scholarships totaling \$15,729
- Summer – 8 scholarships totaling \$9,460

The total spent was \$39,761. We did not utilize all the \$55,000 budget so she is going to request that our unused Foundation funds be rolled over for next year.

Shirley asked the committee to start planning for next year's Day of Giving.

### **Welfare**

The committee has not met but Shirley would like to schedule a meeting in June.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley reported they will meet over the summer.

### **Blood Drive**

By Dianne Stewart and Michael Joplin, *Coordinators*

Dianne does not have anything to report.

Shirley added our blood drive challenge will be held on August 30 and Penn State will have theirs on August 29. They will be meeting with the communications team at Penn State and WVU soon to go over the details.

### **Sustainability**

This committee will reconvene in the fall.

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

By Diana Savage, *Classified Staff Council Rep.*

Diana reported she has not received a report. Sarah shared that the position of the smoke free enforcement officer was eliminated.

### **Student Retention**

By Shirley Robinson, *Chair*

Shirley reported she has not had the chance to meet with the new SGA president and vice president but will reach out to them.

### **New Business**

Regarding a Staff Council for non-classified staff, the state code does not address that. We will have time allotted for concerns or questions from non-classified staff.

Administration confirmed they will increase the minimum wage at WVU to \$14 an hour and hope to increase it to \$15 an hour next year. They will also be addressing compression issues.

### **President's Meeting**

The meeting is scheduled for Tuesday, May 21, 2024, beginning at 12:30 p.m. via Zoom. Items for the agenda are as follows:

- With the impending increase in minimum wage, how will the University address the compression issues?
- What are the University's plans for recruitment efforts and how can Staff Council help?

**Adjournment**

Tara motioned to adjourn. Dianne seconded. All in favor and meeting adjourned at 9:32 a.m.