



## Meeting Minutes

**April 16, 2025 | 8:15 a.m. - Noon | Mountainlair, Rhododendron Room | 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 |
|-------------------------|---------------------------------|---------------------------------|---------|
| Browne, Thea            | Administrative Assistant Senior | University Libraries            | Yes     |
| Bucklew, Jay            | Administrative Associate        | Research Integrity & Compliance | Yes     |
| Crabtree, Joan          | Manager, Physical Plant II      | Auxiliary/Operations            | No*     |
| George-Jones, Tara      | Program Manager                 | Global Affairs                  | Yes     |
| Joplin, Michael         | Manager Physical Plant II       | Auxiliary Operations            | No*     |
| Lemine, Matthew (Brett) | Trades Specialist I             | Auxiliary Maintenance           | No*     |
| Richards, Tim           | Piano Technician Senior         | College of Creative Arts, Music | No*     |
| 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     |
| Vincent, Jodi           | Administrative Assistant        | WRC and LGBTQ+ Center           | No*     |

*\*Excused*

**Also in Attendance:** Terri Kelley, *Administrative Assistant, Communication Studies*  
 Ryan Leshner, *PRT Electronics Specialist I, Personal Rapid Transit*  
 RaeLynn Regula, *Director, Talent and Culture*  
 Holly Leleux-Thubron, *University Communications Specialist Senior, UR*

**Coffee & Conversation Guest Speakers:** Susan Jennings Lantz, Ph.D., *Director, The WVU Campus Read*  
 Amy Metz, *Training and Development Specialist, LOD*  
 Hannah Stillman, *Training and Development Specialist, LOD*

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

### **Call to Order**

The meeting began at approximately 8:30 a.m. and no quorum was present.

### **First Business**

Due to no quorum present, approval of the March minutes was conducted via email after the meeting. All in favor of approval of March minutes.

### **Treasurer's Report**

Joan was unable to attend but had provided the report via email.

The balance as of March was \$1,982.22 with one expense of \$21.20 for the telephone. That left an ending balance of \$1,961.02.

### **Chair's Report**

By Shirley Robinson

Shirley reported that Staff Council, along with Faculty Senate and SGA, sent a letter to legislators voicing our opposition to HB 3279. She currently has no further information.

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

By Jodi Vincent, *Classified Staff Council Rep.*

Jodi was unable to attend but had shared the March minutes from the ACCE meeting with the group via email.

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

By Shirley Robinson, *Classified Staff Council Rep.*

### ***Committee Reports***

### **Legislative**

By Jay Bucklew, *Chair*

Jay had no new items to report.

### **Compensation**

By Matthew (Brett) Lemine, *Chair*

Brett was unable to attend.

### **Staff Council Scholarship (Tuition Assistance)**

By Dianne Stewart, *Chair*

Dianne reported there are twelve applicants for the summer scholarship: four seniors, one junior, two sophomores, two second-degree, and one non-degree.

She would like to increase the award amount to \$1,410 to align with the tuition increase and vote on that when a quorum is present.

### **Welfare and STAAF**

By Shirley Robinson

Shirley reported they are discussing preparing a meal for the Rosenbaum Family House per Tara's suggestion; possibly in the fall.

They would like to have a staff day at a WVU Baseball game but that is to be determined.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley reported they have not met but will likely meet over the summer.

### **Blood Drive**

By Michael Joplin, *Coordinator*

Mike was unable to attend. Shirley would like to discuss with Mike the possibility of having another blood drive challenge like we did with Penn State last year. This year, Pitt will be on campus.

### **Student Retention**

No report.

## ***Coffee & Conversation***

### **The WVU Campus Read**

Susan Jennings Lantz, Ph.D., *Director, The WVU Campus Read*

Dr. Lantz is a faculty member in the Chambers College of Business & Economics and teaches Business Communication. She has been in this position for eleven years and was a staff member before that for twenty years.

[The WVU Campus Read](#), formerly known as the Common Read, was developed several years ago. A book was selected and all freshmen read and discussed it, however, some of the book selections did not engage students. They have since changed the name and a committee that consists of faculty and staff picks a book for everyone on campus to read from a list of five selections. They aim to select a book that will generate conversation. Once one is chosen, she takes it to the provost who makes the final decision. The goal is to read the book over the course of the next year on campus. All honors freshmen are required to read it over the summer and have a class in the fall to discuss it.

For the 2024-25 academic year, they chose Art Spiegelman's "Maus" a graphic novel and memoir about the Holocaust, which everyone loved. In the fall, they had Violins of Hope, a program through the Creative Arts Center about violins stolen by the Nazis during the Holocaust. They also had a trip to the Holocaust Museum in D.C. and another bus went this spring.

This fall, the Campus Read will be "James" by Percival Everett. It is the story of "The Adventures of Huckleberry Finn", a novel by Mark Twain, and it is about a boy who is traveling down the Mississippi River with an escaped enslaved person named James, from James' point of view.

Dr. Lantz gave a copy of the book to everyone to read. The libraries also receive copies of the Campus Read book.

### **LOD Course Offerings**

Amy Metz, *Training and Development Specialist, LOD*

Hannah Stillman, *Training and Development Specialist, LOD*

Amy and Hannah agreed to present information about the LOD [courses](#) that are available to all faculty and staff with a slideshow.

The following is an example of one of their e-learning courses about time management. The group also participated in a time management exercise.

## Course Catalog



### ELEARNING

eLearning courses are online, on-demand and self-paced. These courses are interactive and take a deep dive into a topic. They typically require 30-60 minutes to complete and can be accessed from your computer or mobile device.



### MICROLEARNING

Microlearning courses are on-demand and self-paced. These courses are interactive and predominately focus on one learning objective. They typically require 10 minutes or less to complete and can be accessed from your computer or mobile device.



### RECORDED WEBINARS



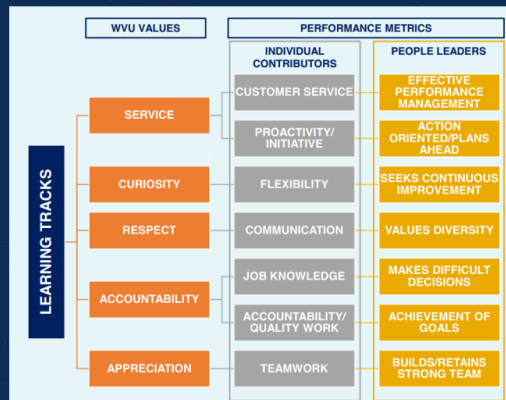
### LIVE TRAINING SESSIONS



## Learning Tracks

While our values remain consistent, each employee's work performance is influenced and evaluated based on a variety of factors. To support employee success, we promote courses that align with WVU Values and reinforce WVU performance review metrics.

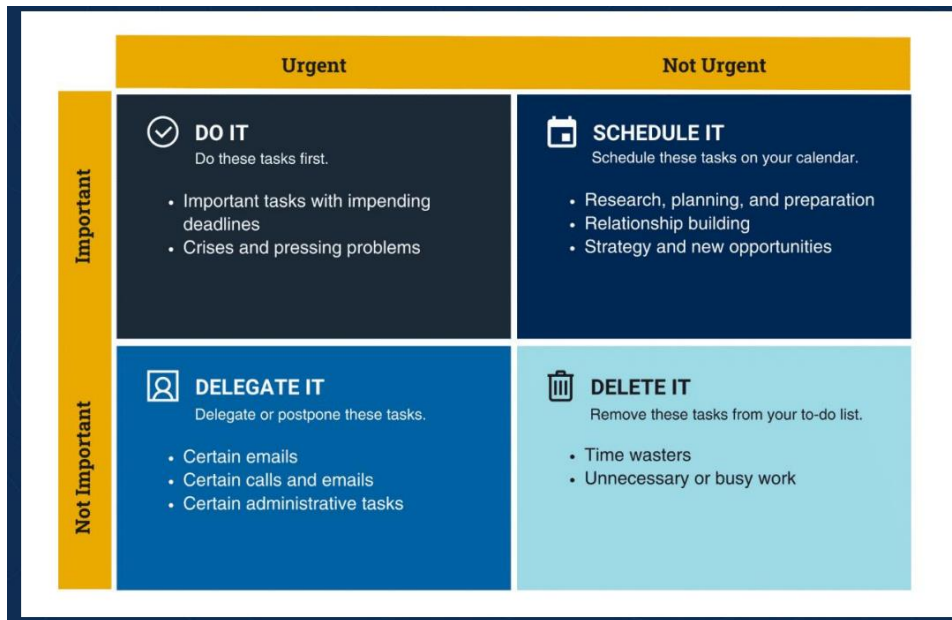
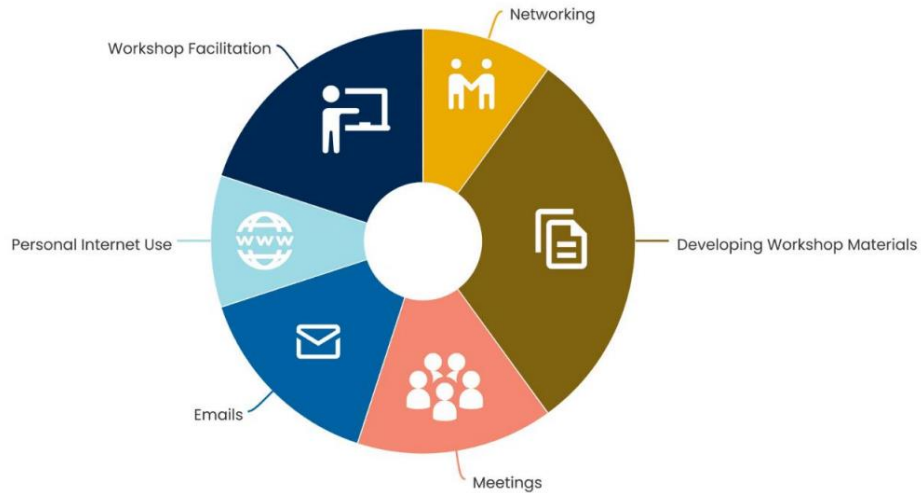
NEW Learning Tracks have been designed to guide learning in these areas. We recommend completing courses within the desired track in the order they are listed.



## Take Control of Your Time: A Practical Approach to Time Management

START COURSE

## How I Spend My Time (as a Percentage of My Workweek)



## Time Estimation Techniques



### HISTORICAL DATA

Have you ever completed the same—or a similar—task in the past? How long did it take you to finish it? Use your experience from completing past tasks to inform your time estimates for future tasks.

### BOTTOM-UP ESTIMATING

Identify the individual steps involved in completing the task.  
Estimate how long it will take to complete each step.  
Add all your time estimates together to get a total.

### FUDGE RATIO

Create a list or spreadsheet of upcoming tasks.  
Jot down your estimated time, or how long you think you'll need for each task.  
As you complete each task, measure and record the actual time, or how long it actually takes you.  
Divide your actual time by your estimated time.

## Creating a Schedule

### COLOR CODE YOUR SCHEDULE

Color-coding your schedule makes it more visual and easier to navigate at a glance.

### TRY ADDING THEMES

Schedule "theming" helps you stay focused on one skill set or a related group of tasks at a time.

### SCHEDULE FOR YOUR TASK AND ENERGY FLOW

Scheduling for your task and energy flow helps you optimize the times of the day when you feel most motivated, inspired, and productive.

### GROUP CALLS AND MEETINGS INTO GROUPS

Grouping calls and meetings into blocks is more efficient and leaves you with larger chunks of uninterrupted time to focus on your complex, creative, or mentally challenging work.

### ESTABLISH PRODUCTIVE ROUTINES

### President's Meeting

The meeting is scheduled for Wednesday, April 23, 2025 beginning at 2 p.m. via Zoom. Agenda items were as follows:

1. With the recent passing of SB 474 and its implications for DEI programs and offices, we are curious about your take on how this will impact WVU.  
  
What are some of the immediate steps the administration plans to take to address these new requirements, particularly concerning our existing diversity initiatives and support system for our university community's underrepresented groups? What will happen to the LGBTQ office and Center for Black Culture?
2. The House vs. NCAA Settlement is expected to allow universities to pay student athletes directly. Given our recent financial constraints, could you give your perspective on how the university is weighing the importance and potential investment in a robust NIL program against the need to

address these critical financial burdens affecting our faculty, staff, and academic mission? Also, does WVU have the money to pay our portion of the settlement?

**Adjournment**

The meeting ended at approximately 11 a.m.