



Meeting Minutes

February 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	Yes
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*

Guest Speaker: Jessica Dai, *Resident Librarian, University Libraries*

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

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at 9:08 a.m. and a quorum was established.

First Business

Approval of January minutes motioned by Melanie. Mike seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$4,216.03 and one expense of \$21.20 for the telephone.

That leaves an ending balance of \$4,194.83. We've spent 9% of our budget YTD.

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

Chair's Report

Peggy thanked the group for all they do and expressed how much she enjoys working with everyone.

The Hearts and Hands check was delivered to the recipient who had a house fire last summer.

Virtual coffee is still on her list but will need to figure out a place and time.

Advisory Council for Classified Staff Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they did not meet because a majority of the group was not available. The officers were to meet to discuss communication with the new leadership of the Senate and House Education Committees.

Shirley will continue to share updates to the bills as she receives information.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they met on February 10th and had committee meetings followed by the regular meeting.

Provost Reed provided an Academic Affairs update which included thoughts for Fall. There is a new program, The May Mester, for students who start immediately after the Spring semester concludes.

There were updates on COVID and how much WVU has spent which is well over \$70 million. They did receive some funds from the CARES Act to help offset it. They are hoping for a second CARES Act.

West Virginia has done an excellent job with testing and now the vaccine process.

WVU is still working on the 50+ age group and is almost finished with those employees.

Vaccines for employees are phasing out at the Rec Center but there is a Vaccine Clinic at the old Sears location at the Morgantown Mall.

There were some voting items that included the next phase for the PRT and approval of several new degree programs.

There were some real estate transactions they had to approve.

Melanie questioned if there was any news regarding renovations to Towers. Lisa will make note to follow up on that.

You can always find more information on the BOG website which provides agendas and minutes.

She has a committee meeting on Friday for Academic Affairs.

The next BOG meeting is scheduled for April 23rd.

Guest Speaker

Strategic Roadmap Initiative

Jessica Dai, *Resident Librarian, University Libraries*

Jessica requested to speak with the group to acquire feedback for the WVU Libraries Strategic Roadmap 2021-2024 which started about a year ago among a small group out of the dean's office and a member outside the dean's office: Dean Karen Diaz; Associate Dean Dennis Smith; Librarian Jessica Dai; Interim Head of Research Services, Alyssa Wright.

She presented with slides that included the following:

The purpose of the Strategic Roadmap

- Iterative rather than static (roadmap vs. plan)
- Aligns with the University's Strategic Transformation and goals
- Serves as a communication tool
- Builds clarity
- Helps library administration identify and support priorities
- Builds systems thinking

Planning Process & Timeline

Spring 2020

- Planning group out of the Dean's Office
- Structures: Goals > Initiatives > Actions

Fall 2020

- Library-wide input started with 32 brainstorming sessions
- Goals > Actions > Initiatives
- 5 goals > 859 actions > 23 initiatives
- Gathered feedback about initiatives

Spring 2021

- Gather feedback from stakeholder groups (students, faculty, staff and administration)

Goals

1. Be an exemplary land-grant university library that advances and promotes West Virginia and the Appalachia region.
2. Be a leader in the creation and dissemination of knowledge.
3. Be collaborative, integrative, and effective across campus.
4. Be a model of social equity.
5. Be a university library that advances a culture, climate, and organizational structure that promotes sustainability, well-being, and an enriched quality of life.

She asked the group to identify some services the Libraries can provide for staff based on these five goals. Using Poll Everywhere, she asked the group to rank items for each Goal.

The next steps are to collect feedback from the other representative groups; review responses; finalize initiatives; and adopt and implement in the new fiscal year.

You may email her with any questions/suggestions at jessica.dai@mail.wvu.edu.

Committee Reports

Legislative

By Michael Torries, *Chair*

Mike reported they have not met recently but he will be reaching out to the committee members to set up a time to meet.

They discussed sending a virtual ecard to legislators to advocate for WVU's budget.

Under the Dome is an online publication that summarizes recent activity of the legislation and a good source of information.

Kevin added on the legislature's homepage there is Bulletin Board that lists updates. You can also set up an account on the bill tracking section and add bills to your list which makes it easier to find.

Compensation

By Angela Henderson, *on behalf of Terrence Dunson, Chair*

Angela reported she met with Rebecca Meyer, Director of Compensation, and Jaime Bolyard, Assistant Director of Compensation. They discussed the idea for the survey. They think it would be best to wait until after employees begin working from home on a regular basis.

They talked about funeral leave which she has not heard anything back.

There's an issue with PIQ's and they will be looking at job classifications in the near future. They will be asking for Staff Council's feedback.

They will be having quarterly meetings with Compensation Administration. Their first meeting is scheduled for March 10th. Email her with any items to discuss.

Regarding the data caps from Comcast, they are also encountering those issues. The Return to Campus Committee is discussing that.

Amber added that Ted Svehlik in Auxiliary Services is interested in pursuing a discount for WVU employees.

Lisa reminded the group that US Cellular offers a discount to WVU employees.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported the Tuition Scholarship for Children of Classified Staff 2021-22 applications are due by March 1st.

The Staff Tuition Assistance for Summer are due by April 30th and Fall semester is due by July 19th.

Welfare

By Dianne Stewart, *Chair*

Dianne reported she sent out the link for the CS101 Microsoft Office Suite class to the group of people testing it. She is still collecting data.

She'll be scheduling a meeting with the committee to discuss further.

Peggy questioned if employees who don't have computer access could borrow one from the library.

Thea said there are laptops available for students but will ask about staff.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported no upcoming meetings have been scheduled.

Transportation & Parking

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not had a meeting.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike reported he's not received an update since the last meeting.

He will reach out to Rocco Fucillo and the Compliance Officer regarding confusion of some of the numbers on the report they provided.

Sustainability

By Angela Henderson, *Classified Staff Rep.*

Angela reported their last meeting was to discuss the final wording for the survey they hope to send out in March via ENEWS.

Red Cross Blood Drive

Dana reported there will be blood drive on April 19th at St John's University Parrish. If you are able to help, please let her know.

Old Business

Mike had asked Albert Taylor, Jr. to serve on the Election Committee which he accepted. He was unable to attend the meeting today.

Lisa motioned to accept the candidate as the fifth member on the Election Committee. Melanie seconded. All in favor and motion was carried.

Peggy will notify Rachel Twigg, Administrative Assistant Senior, Employee Relations, who is overseeing the election process.

The Executive Committee will meet and vote on the two Classified Staff Emeritus nominees. The group will then do a final vote during the March meeting.

Sarah reported as of yesterday there is a total of 129 employees who expressed interest in the Incentivized Phased Separation Program.

New Business

Melanie assigns employees who are quarantined a work from home assignment. She really likes the energy bus book which she has a copy of and gave to an employee while they are at home.

Amber suggested Melanie reach out to her department about purchasing it for campus supervisors to use.

Thea confirmed the library has the eBook and the eBook workbook. She will look into this further to discuss ways to provide work from home assignment accessibility.

Thea and Eva scheduled a meeting with Dean Diaz later today to discuss the laptops and eBooks accessibility.

There is concern over employees who seem to be repeatedly quarantined because they went out of state over the weekend or were around someone who tested positive for COVID.

Amber explained employees would need to use Annual Leave if they need to be quarantined repeatedly. They have a special emergency leave for those who cannot come to work or work remotely but still need compensated, however, there is a cap on it.

President's Meeting

The meeting is scheduled for Monday, February 22, 2021 at noon, via Zoom. Items for the agenda were determined as follows:

- Legislative Updates
 - a. Income tax removed (HB 2211)
 - b. campus carry (SB246)
 - c. state employees striking (SB11)
 - d. soda tax
- Sustainability practices
 - a. plastic free in 5 years
- Staff Council accomplishments of late

Adjournment

Mike motioned to adjourn. Lisa seconded. All in favor and meeting adjourned at noon.