



Meeting Minutes

October 21, 2020 | 8:15 a.m. | Remote Meeting

**Excused*

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

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

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at 8:19 a.m., and a quorum was established.

First Business

Approval of September minutes motioned by Charlene. Dianne seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported an expense of \$21.20 for the telephone. We still do not have our budget.

Dianne motioned to postpone approval of the Treasurer's report until that information is received. Melanie seconded. All in favor and motion was carried.

Chair's Report

By Peggy Runyon, *Chair*

Peggy reported they are offering COVID testing every Wednesday, 9:00 a.m. to 4:00 p.m., at the Rec Center. No appointment is necessary and parking is free for the testing.

You can also schedule a flu shot through myhousing.wvu.edu, and at the Rec Center.

With everything going on right now, some people are feeling a disconnect so she is thinking of having a virtual coffee meeting for members once a week to just talk and share things.

As per Michael's email he shared with the group, PEIA has no plans to increase premiums or cutting benefits for the 2020-21 fiscal year.

A student reached out to her recently who is on a limited budget. She took him down to The Rack student food pantry and noticed there really wasn't much to choose. She's thinking of having a food drive to help stock their shelves.

Amber added they have an Amazon Wish List. You can find more information about that on The Rack's website.

Peggy is still working with Campus Ministry regarding the Hearts & Hands application that was received some time ago due to a house fire. They still do not have a director to sign the check.

She emailed Meshea Poore, VP for the Office of Diversity, Equity & Inclusion, regarding having a member of Staff Council to sit on the various action-oriented committees on campus.

She reviewed Big 12 schools' minutes; some did not have them, and some were private. One thing that stood out to her was some of them recognized a Classified Staff Employee of the

Month. She asked the group their thoughts on having something like that then out of those recipients, choosing one for the year.

Kevin suggested utilizing the Go Beyond Recognition Portal to see who received the most. Amber said she's not sure how to pull a report like that but will check. She noted some employees do great work and aren't recognized in the Go Beyond; something to consider.

Terry added they do that each year at HSC for staff and faculty.

Amber believes the President's Office recognizes an employee of the year at a football game. She's not sure if they are doing that this year. Peggy will follow up on it.

Advisory Council for Classified Staff Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported back in March, they met with Senator Bob Plymale and after the meeting, were asked to choose five concerns for ACCE. They were determined as follows:

1. Development of a fair, stable funding policy and model
2. Accountability and reporting requirements
 - a. Develop and implement a classification and compensation system that is fair, transparent, and understandable; simple to administer; self-regulating and adaptable to meet future goals and priorities
 - b. Compensate employees within an organization fairly in relation to one another
 - c. Compensate employees across organizations who are performing similar work at similar wage rates
 - d. Compensate employees at levels that are competitive with appropriate external markets
 - e. Improve the process in evaluating jobs including but not limited to mandating training & development; best HR practices; and directing that key terms, job titles and evaluation forms are consistent across organizations
 - f. It is further the intent of the legislature to ensure that regular compensation analysis is performed to determine how organization compensation for all classes of employees compares to compensation in relevant external markets
3. Maintain a staff voice at state level
4. Allowing no additional exempt schools
5. Stable revenue source for PEIA without loss of benefits

She will also share a document with the group concerning the new Legislative Rule for administratively exempted schools. The Chancellor has sent out information to all the presidents and once she receives that feedback, a Rule will be drafted and open for a 30-day comment period.

As of now only three schools are exempt: WVU; Marshall University; and WV School of Osteopathic Medicine.

Amber added the non-exempted schools are bound by the salary schedule last updated in 2001. After that, if you had fully funded your salary schedule you were granted flexibility.

When WVU hires a new classified staff employee, we no longer have to pay them at the bottom of that range, depending on experience. She suggested to reach out to Rebecca Meyer, Director of Compensation, for more information and how it has benefitted classified employees.

Brian added he has no problem with new hires being paid based on skills and experience but in his area, someone hired fresh out of Vo Tech and making almost as much as him when he had to work his way up to make that over 20 years, is an issue.

Melanie said they were making strides with addressing the compression issue over the past few years but with the budget constraints, it hasn't been discussed in a while.

Amber added there was a fund set aside for Facilities Management to address those issues. She advised to bring that concern up with Rob Alsop, VP for Strategic Initiatives.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they met on September 18 and discussed renovation updates for Hodges Hall and Reynolds Hall; Athletics venues; and IT.

The rock fall remediation is nearly complete along Mon Blvd.

They were given a report from the WVU Foundation regarding fund raising. They're at \$197.8 million which is the best year they've had from fund raising. They also talked about the importance of scholarships and providing \$85,000 for students.

Provost Maryanne Reed gave an update. Enrollment is down but graduate enrollment is up. The online classes are at 70% and in-person classes are at 30%.

The plans for Spring 2021 health testing protocols are still in effect.

The Board of Governors annual presentation will be held November 6. Thanks to Amber, Dianne and Janelle for providing requested information for her report. WVU Tech is not participating but Potomac State is. She will share the Zoom link with the group when she receives it.

Committee Reports

Compensation

By Brian Weimer

Brian reported he sent emails to some Big 12 schools asking if during this time, if there are any other compensation items they are looking at. He's not heard back from them yet.

Tuition Assistance

By Dianne Stewart

Dianne reported there were 21 applicants for the Tuition Scholarship for Children of Classified Staff for academic year 2020-21. Six of those applicants were approved and awarded \$1,234 each. The other applicants were ineligible due to no unmet need.

Welfare

By Amy Matuga, *Chair*

Amy reported some people had reached out to her regarding the coat drive. She will not be here after the first week of November due to RIF but offered to help. Dianne offered to take over as chair of the Welfare Committee.

Amber suggested to create an Amazon Wish List for it. Dianne will look into it.

Peggy thanked Amy for all her work on the committee.

Dianne received a total of 155 responses from the Welfare Committee's survey to gauge interest in Excel, PowerPoint, Word, and Access virtual training modules for classified staff. Those numbers broken down are:

- Excel – 143
- Word – 83
- Access – 85
- PowerPoint – 81

She sent the information to Dr. Brian Powell, a CS 101 instructor, to discuss further and is awaiting his response.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they will meet via Zoom on November 4.

New Business

Amy questioned how the group will proceed with replacing vacated seats on Staff Council. Peggy is uncertain but the election process will begin in February.

Per our Bylaws, Kevin said if the candidate who came in second declines the seat or no one in second place, then it is an appointment process with Talent & Culture acting as an advisory role, then elect the candidate by majority vote during the next Staff Council meeting.

Amber will send Peggy the results of the last election. Lisa asked if the same people are willing to serve on the Election Committee. Amber will look in Barbara's files. Rachel Twigg who previously worked at the library, replaced Barbara Bodkins, who has retired.

Melanie asked if Amber knows of any furloughs that may be happening being the students are leaving November 25 and not returning until Spring semester. Amber said Facilities Management will not be subject to furloughs. Dining Services/Sodexo employees told there will be furloughs after the students leave; possibly 40-50. She will share info with the group as she receives it.

Brian said WVU is filling some positions in Facilities Management and they've not been very busy so he's uncertain as to why. That presents an opportunity to offer pay increases to existing employees.

Amber said some positions had been put on hold and just posted recently. She's unsure of that decision but believes we are looking at if we need those filled externally or have internal employees that may need shifted, dependent upon their work. She agrees Brian has a valid point and will address that with that group.

Kevin added he knows of an area where position changes were approved under last year's budget then put on hold for 6-8 months due to COVID. That may or may not be the case with that situation.

Amber said there was no actual freeze on hiring but more of departmental needs and based on their budget. Talent & Culture knew they had a 5% budget reduction, so they decided to hold off on filling vacant positions.

Kevin proposed to have a discussion under executive session. Amber and Janelle left the meeting.

Brian suggested possibly giving Veteran employees the day off on Veteran's Day. They have a breakfast each year for Veterans at the Alumni Center in which they go to work before, go have the breakfast, then they go back to work. It was suggested that may they could attend the breakfast then have the option to go home to enjoy the day off or they could stay there to talk to student Veterans and share experiences.

The University gives an extra day for the Thanksgiving holiday instead of giving Veteran's Day off.

Samantha Burwell, Senior Policy Analyst, asked Amber to give an update. They've received many inquiries regarding retirement eligibility, benefits and phased retirement. Samantha and Toni Christian, Director of Benefits Administration, along with the Provost's Office reviewed the current retirement programs for faculty and staff. A survey will be going out to all benefits-eligible employees (including regional) in the next few weeks that will ask for your thoughts on retirement planning. It will be anonymous and confidential. There will be a demographic section, so they will know what group.

Lisa said the Staff Council Welfare Committee had sent out the survey regarding the Word, Excel, etc., learning opportunities then just days later the survey from Leadership and Organization Development (LOD) sent out a very similar survey out. She thinks it was confusing to employees.

Amber said she's sure Maria Mancini, Director, LOD, mentioned a needs assessment but she did not think of our survey at the time. Lisa suggested the feedback from both those could be combined to get a better idea of the desired learning opportunities. Amber will follow up with Donald Barnes, Senior LOD Consultant, to possibly reach out to Dianne to discuss further.

President's Meeting

The meeting is scheduled for Monday, October 26 beginning at noon, via Zoom. Items on the agenda were determined as follows:

- Compensation & Classification issues
- Open positions being filled but no offer of hazard/emergency pay to employees who have stayed and worked throughout the pandemic.
 - Some positions are not viewed as necessary
 - Could that money not be used for hazard pay?
- Discussion on future furloughs
 - Dining Services classified staff (40-50 possible)
 - Sodexo
- Staff Council representatives have not been asked to participate in Action Oriented Committees regarding racial injustice on WVU Campus. When the tutor availability was discussed, Staff Council was an afterthought addition. Members feel disrespected and have a legal right by legislation to information and advocating in the decision-making process.
- Last year we discussed Veteran's Day and allowing employees who are Veterans to have the day off without penalty. What does it look like for this year? It is only a few weeks away.

Adjournment

Lisa motioned to adjourn. Dianne seconded. All in favor and the meeting adjourned at 11:33 a.m.