



## Monthly Meeting

October 20, 2021 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | Zoom

Name	Title	Department	Present
Blake, Tammy	Academic Program Associate	Animal & Nutritional Sciences	Yes
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Cantrell-Byrd, Nancy	Program Assistant II	CLASS	Yes
Crabtree, Joan	Supervisor Campus Services	Auxiliary/Operations	Yes
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	Yes
Funk, Danielle	Program Manager	HSC End-of-Life Care	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Manley Darlene	Manager Business Operations	Student Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Nichols, Melanie	Supervisor Campus Services	Auxiliary/Operations	Yes
Patrick, Jr., 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	Engineering & Mineral Resources	Yes
Thomas, Jude	PRT Electronics Specialist I	Auxiliary/PRT	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

*Excused\**

**Guest Speakers:** Jim Morris, *HR Consultant, Talent and Culture*

Samantha Burwell, *Director, Talent and Culture*

Alan Pennington, *Vice President, Matrix Consulting Group*

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

**Call to Order**

The meeting was called to order by the vice chair, Kevin Patrick, Jr., at 8:47 a.m. and a quorum was established.

**First Business**

Approval of September minutes motioned by Lisa. Melanie seconded. All in favor and motion was carried.

**Treasurer's Report**

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$4,001.39 with the following expenses:

-\$41.20 (telephone)

-\$0.64 (copying)

-\$125.00 (photography)

-\$191.25 (catering - retreat)

-\$137.45 (Beehive Café – retreat)

= \$495.54 total expenses

That leaves an ending balance of \$3,505.85. We have spent 24% of our budget YTD.

Melanie is questioning the telephone charge as it appears doubled.

The first laptop Janelle purchased for Staff Council business for \$1,370.00 is showing as an encumbered expense but will roll off because it was never processed/acquired. She placed a new order for a laptop with a docking station for \$1,665.27 which is currently showing as an encumbered expense until it is received and requisitioned.

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

**Chair's Report**

By Kevin Patrick, Jr. on behalf of Michael Torries, *Chair*

Mike had a family obligation to take care of during the first half of the meeting. He provided Kevin with his Chair's Report.

Mike reported he attended a meeting on September 21<sup>st</sup> with our Welfare Committee's chair, Tammy Blake and co-chair, Darlene Manley; along with Amy Sidwell, Director of Health Promotion & Wellness;

and Judith Siebart, Clinical Director of LiveWell, to discuss ways to promote the tobacco cessation programs they offer through WellWVU BreatheWell.

On September 24<sup>th</sup>, he met with Donald Barnes, Assistant Director, LOD, and Kelsie Kittle, Senior Leadership and Organization Consultant, LOD, to answer some questions they had concerning the training they will be providing to us during the next monthly meeting.

On October 5<sup>th</sup>, he and Ashley Martucci, Faculty Senate Chair, met with WVU Chief of Police finalist, Sherry St. Clair. He was asked later to give his opinion of the conversation and he complied.

On October 7<sup>th</sup>, he met with Ted Svehlik, Associate VP, Auxiliary Services; Maria Witt, his HR Partner; and Sarah Seime, Director, Employee Relations, regarding an effort Mr. Svehlik is going to use to try to fill the numerous vacancies in operations as soon as possible. The plan is to use a managed service provider to provide temporary employees in hopes they will stay and become full-time WVU employees. A Request for Proposal (RFP) has or will soon be sent out.

He later pitched an idea to Ted about an award staff could earn that may promote pride and participation in WVU given by the staff. It was well-received so Mike will work with Peggy Runyon and the Student Retention Committee to possibly turn this idea into an initiative.

Maria updated him on a program they will try in an attempt to cut down on the high vacancy rate of UPD officers.

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

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported she uploaded the condensed presentation ACCE gave to the Higher Education Policy Commission (HEPC) to our Teams files. The presentation was well-received by the HEPC. Some items featured in their presentation are as follows:

- The current interpretation of the definition of classified staff is causing multiple concerns
- The HEPC must collect complete, accurate and comparable data of all institutions in order to conduct a proper market study and maintain the integrity of the classification and compensation system
- ACCE has requested an update from the chancellor on the current state of institutional policy review; results and recommendations from these reviews should be made available to employees
- ACCE supports reliable investment in higher education employee salaries and employee benefits
- ACCE is asking for the commissions support as ACCE explores barriers to shared governance

ACCE is striving to have a good repertoire with all higher ed institutions' presidents, HEPC and our Legislators.

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

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they had their regular meeting on September 17<sup>th</sup> which included information on the vaccine status: staff at 74%; faculty at 91%; and students at 77%. Those numbers have gone up since.

The Provost also provided an overview of the academic transformation initiative which will be completed soon with final recommendations to be presented at their Board meeting next week that includes eliminating some of the courses being offered now and introducing a few of the new ones.

WVU Foundation reported a donation of \$270 million in FY 2021 and the initiative of 'We Are Stronger Together' yielded \$23 million which is provided to student scholarships and support.

They also authorized a renewal of the special emergency leave plan for this semester for COVID related illness.

There were appointments to the normal county extensions and committee appointments.

They have a new chair, Tom Jones.

They will have a committee meeting tomorrow and their regular board meetings are next Friday. The agenda is available on their website five days prior and their regular meetings are on Zoom, as well. She'll share the link in Teams chat to alert when to log on.

## ***Committee Reports***

### **Legislative**

By Kevin Patrick, *Chair*

Kevin reported he received the previous year's legislative brochure PDF which he is reviewing and will present a draft version of the legislative brochure to the committee during the next meeting.

There has been redistricting in the state and they have accepted congressional maps which splits the state into north and south regions. The proposed district maps can be found on the Legislature's website. They have not yet been fully approved by the governor. They include:

- 100 single-member House of Delegates district
- 17 Senate districts
- 2 Congressional districts

## **Compensation**

By Angela Henderson, *Chair*

Angela forwarded the questions from their last meeting; one regarding the employee on disciplinary action who will receive the raise of \$12/hour once their disciplinary letter expires. That will be reviewed on a case-by-case basis.

She asked for more information on the job families' update and they are still in the process of planning that. They may be willing to give a presentation to the Compensation Committee or Staff Council once that is completed.

Angela expressed interest to serve on the Salary Review Committee as per the group's suggestion. They reached out to Mike for a volunteer and Angela accepted. They will meet next week.

## **Tuition Assistance**

By Joan Crabtree, *Chair*

Joan reported they met on September 17<sup>th</sup> and reviewed the Tuition Assistance guidelines. They are in the process of updating some of those items to present to the Council.

Peggy asked to be included in their next meeting as she has some ideas she'd like to share.

## **Welfare**

By Tammy Blake, *Chair*

Tammy reported they had a brief meeting yesterday.

She attended the Faculty Welfare Committee meeting. They had some concerns about contra power; there are some students trying to harass faculty and faculty is unaware until it comes to an investigation.

Janelle will be working on the benchmark YOS certificates for classified staff and those will be completed by November 15<sup>th</sup> or sooner.

She would like for Janelle to submit an item in ENEWS stating we are accepting applications for the Staff Emeritus which the group will review/approve in February.

Jay is taking the lead working with the WellWVU BreatheWell assisting them with their initiative. She will assist him as needed.

She asked for permission to feature monthly highlights on our website about departments that people are maybe unaware of. She will table this request until Mike is in attendance.

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

By Peggy Runyon, *Chair*

Peggy reported she spoke with Talent and Culture representatives and they are in the process of scheduling a meeting.

### **Blood Drive**

By Dianne Stewart, *Coordinator*

Dianne reported she reached out to the Red Cross representative and has not heard back. She will likely try to call him directly.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they will be inducting the second class for the WVU Sports Hall of Fame on October 30<sup>th</sup>.

### **Sustainability Committee**

By Angela Henderson, *Classified Staff Rep.*

Angela reported they met last Monday. Sam Taylor, Assistant Director, WVU Energy Institute, provided updates to the geothermal project. They are drilling a test well in the Industrial Park to see if there's potential geothermal energy for the campus. Permits have been submitted and approved. He'll give an update in the Spring.

Sustainability Week is October 25<sup>th</sup> – 29<sup>th</sup>. WVU will host a tree planting.

The Office of Sustainability is conducting a chemical audit in an attempt to move towards greener cleaning supplies.

They are creating working groups to focus on WVU courses offered which fall under sustainability to improve our Association for the Advancement of Sustainability in Higher Education (AASHE) and Sustainability Tracking, Assessment & Rating System (STARS) rating.

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

By Michael Torries, *Classified Staff Rep.*

Mike sent out the September Tobacco Compliance Officer's report to the group.

Danielle inquired about a possible tobacco-free ambassador program that a professional student(s) at the HSC could do for additional volunteer hours.

Mike will email Rocco Fucillo, head of the Tobacco-and Smoke-Free Steering Committee, for his thoughts.

## **Parking**

By Peggy Runyon, *Classified Staff Rep.*

Peggy does not have anything to report. Send her any items to take to the next meeting.

Tammy mentioned there is only one gate by Towers for the Evansdale campus and questioned if that is a safety issue. Peggy will ask if they can look at that if another weather related issue happens or other emergency arises.

Danielle brought up the issue with the new access to the HSC parking lot across from Office Depot. There's a stop sign there but hardly anyone ever stops there.

## ***Guest Speakers***

### **Talent and Culture HR Audit**

Jim Morris, *HR Consultant, Talent and Culture*  
Samantha Burwell, *Director, Talent and Culture*  
Alan Pennington, *VP, Matrix Consulting Group*

Jim retired in April but was asked by Cris DeBord, VP for Talent and Culture, to work on the HR audit part-time. Samantha is assisting with the project as well. Alan is the Project Manager overseeing it.

They shared a PowerPoint presentation highlighting the items of the audit. They are informing Staff Council of the audit per state law.

In 2017, House Bill 2542 was introduced which allowed WVU, Marshall University and the WV School of Osteopathic Medicine the freedom to develop their own rules and policies without dictation from the Higher Education Policy Commission (HEPC).

The legislation requires WVU to conduct an HR audit every five years.

They went through a formal Request for Proposal (RFP) process with Procurement. Matrix Consulting Group met their criteria: qualifications and experience; project plan and schedule; and cost of service.

Alan shared Matrix Consulting Group was founded in 2002; incorporated in 2003. They work with public sector entities including higher ed and state agencies. They have worked with WVU for over 12 years on procurement audits and several for Marshall University as well as other institutions across the country.

Jim explained each T&C department will have audit items developed from a review of the following statutory references:

- 18B-7 Personnel Generally
- 18B-9A Classification and Compensation System
- 18B-9B Organization Personnel Rules

The T&C Directors and their staff will review their audits and provide documentation by November 23<sup>rd</sup> which Matrix will review for compliance.

Melanie asked if there will be an open forum for staff to meet with auditors. She has concerns about promotions within her department as per state law those are to be given to the best ability candidate. Jim explained it is not Matrix's role to investigate those issues, that would be an Employee Relations item.

Jim continued they will present their findings to Staff Council when the process is complete in March 2022.

Samantha overviewed the process and steps to implement the new legislation in 2017 which included Campus Conversations, focus groups as well as discussions with Staff Council and the BOG 30-day comment period.

Before the new legislation, they could not offer an employee a severance package if their position was eliminated.

The 2020 plan to review BOG Talent and Culture rules was delayed by the pandemic.

The fiscal year 2022 plan to review BOG Talent and Culture rules timeline:

- Introduction of plan to Staff Council – October 20<sup>th</sup>
- Reviewing and preliminary approval process including feedback from WVU Staff Council
- BOG rule process

To review the current BOG rules, please visit <https://policies.wvu.edu>

If Staff Council has feedback, she'd like to come back to the next Staff Council meeting for further discussion. Mike will follow up with her.

### **Old Business**

Lisa thanked Shirley for taking care of the Hearts and Hands request and ensuring the payment back to Campus Ministries was completed.



### **New Business**

Tammy explained her idea to Mike for highlighting a commonly unknown WVU department or program to be featured each month on our website. Mike suggested Brent Bunner, Assistant Director of Marketing and Communications for Strategic Initiatives, is a great resource for that type of item. Danielle also offered to assist her.

Thea shared she served on the committee for the WVU Police Chief search and they are supposed to announce it today.

She is also on the University Police Policies Committee and they meet quarterly. Currently, there are 47 staffed police officers, they are down at least ten.

They have moved to a community policing policy. There is an issue with students being leery of trusting our officers and unsure of their jurisdiction within the city.

James was asked to share that Facilities Management supervisors need to be more involved in decision-making and placement of employees. He will get more information about specifics per Mike's request.

Jude suggested members share their work hours so we are aware of availability. Nan added we could put it in our Teams files.

### **President's Meeting**

The meeting is scheduled for Monday, October 25, 2021 beginning at 11:00 a.m. via Zoom. After discussion, items on the agenda were determined as follows:

- Update on merit raises in January
- Cost of living in WV discussion
- Purpose Institute

### **Adjournment**

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