



Monthly Meeting

April 20, 2022 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | Zoom

Name	Title	Department	Present
Blake, Tammy	Academic Program Associate	Animal & Nutritional Sciences	No*
Browne, Thea	Administrative Assistant Senior	University Libraries	No*
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Cantrell-Byrd, Nancy	Program Assistant II	CLASS	Yes
Crabtree, Joan	Manager, Physical Plant II	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
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
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
Thomas, Jude	PRT Electronics Specialist I	Auxiliary/PRT	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	No*
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

**Excused*

Also in attendance: Jerry Wood, *Director, Veterans Affairs*
Cindy Teets, *Director, Global Affairs*

Guest Speakers: Jim Morris, *Human Resources Consultant, Talent and Culture*
Samantha Burwell, *Director, Talent and Culture*
Cris DeBord, *Vice President, 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 8:20 a.m. and a quorum was established.

First Business

Approval of March minutes motioned by Peggy. Shirley seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$1,699.78 with one expense of \$21.20 for the telephone.

That leaves an ending balance of \$1,678.58. We have spent 63% of our budget YTD.

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

Chair's Report

By Michael Torries, *Chair*

Mike could not attend the meeting due to a family obligation.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they will meet in the Laurel Room, Mountainlair, this Friday with the Board of Governors also attending.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported she has some items to report from their February meeting that she was unable to give during our last meeting because she could not attend:

- Sodexo representatives presented solutions on what they plan to do – increase training, audits and inspections with a dashboard on Environmental Health & Safety
- Renovations are planned this year on the Summit Café as well as the Bear's Den in Beckley and Jazzman's Coffee Cart at Potomac State

- Technology enhancements are in progress
- A report to the Board about academic transformation with Campus Conversations currently underway
- Two WVU biologists gave a presentation for the food garden which is located near Blaney House under the water tower – it is used for growing produce to assist those with food insecurities
- A new Master of Fine Arts in Art and Design major in the College of Creative Arts
- A name change for Master of Arts to Master of Arts and Music Business and Industry
- Board member, Kevin Craig, was appointed to the United Health System's Board of Directors

They had a special meeting on March 10th pertaining to the acquisition of the Innovation Corporation (the former Mylan property) and discussed the widening of Beechurst Avenue.

Lisa also postponed her report for spring, which would have been this week, however, she simply just has not had the time, so it is scheduled for September.

They are scheduled to meet this week with committee meetings tomorrow and the regular Board meeting on Friday. The agenda can be found on their website.

Committee Reports

Legislation

By Kevin Patrick, Jr., *Chair*

Kevin reported he will have a more comprehensive report to share with the group during next month's meeting.

Compensation

By Angela Henderson, *Chair*

Angela reported they had their quarterly meeting and discussed common concerns such as inflation and cost of living.

They have finalized the numbers for the merit program. Compensation Administration reps will attend our meeting next month to talk about the merit program and the job family foundational changes.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported the deadline to apply for summer 2022 Tuition Assistance is April 30.

Dianne reported that she, along with Thea and Janelle, have been meeting with Samantha Burwell, Director, Talent and Culture, and Valerie Bailey, Project Manager, Talent and Culture, every two weeks for the Staff Council Tuition Assistance Planning Project:

- After discussion with Financial Aid, they want to change the wording to 'scholarship' as the program now has a budget and they may have to limit the number of people to be awarded – degree seeking applicants would be first priority
- Being a part of the Day of Giving next year to help supplement the program
- Thea and Sam have been corresponding with the WVU Foundation about monies from them
- A request by Rob Alsop, VP, Strategic Initiatives, to take off the language about taking classes at other institutions and instead taking classes offered at WVU
- Looking at adding GED and the West Virginia Test Assessing Secondary Completion (TASC) info to website which is unrelated to the program as it is free through the state

Welfare

By Peggy Runyon, *on behalf of Tammy Blake, Chair*

Peggy reported they recently met. They talked about possibly having a picnic for Staff Council members and their families sometime this summer at a local park. The group will discuss further.

They also have been working on the spotlight for a classified staff employee or department that will be featured on our website. If you wish to nominate an employee/department, please let them know.

Nan mentioned she has a brand new bike and thought of maybe having a raffle to help supplement our coat drive. Danielle added they have been discussing that and how to go about it as there is an approval process.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported her contact person at Red Cross is looking at June 13. Please let her know if you are interested in helping staff the table.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not met.

Sustainability Committee

By Angela Henderson, *Classified Staff Rep.*

Angela shared this week is Earth Week and reported items discussed during their last meeting:

- On April 18th they had a free personal recycling event at Mountaineer Station
- There will be a tree planting going on this week – check for ENEWS announcements regarding that as well as the Sustainability website
- There is a bottle-filling map going on this week with all the bottle-filling stations on campus
- The ten-year plan with Sustainability is still in progress
- A student was awarded a grant for two additional bottle-filling stations on campus
- They are working on an RFP for shared network printing to reduce power and excess ink usage on campus
- The Sustainability Committee was reviewing the results of their survey and that report will be presented to the BOG

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike could not attend the meeting as noted previously.

Parking

By Peggy Runyon, *Classified Staff Rep.*

Peggy reported they have taken down the camera that was put up near the new intersection on Chestnut Ridge Road and Area 81 and may have to reinstall it at a different location.

Old Business

Brian had contacted Jerry Wood, Director, Veterans Affairs, about improving offerings on Veteran's Day. Jerry is scheduled to have a meeting next month to discuss implementing these ideas but needs approval. Brian also shared that Amy Matuga, former Staff Council member, is doing work with veteran outreach and has 13 counties which she represents so he has been corresponding with her, as well.

Jerry, attending via Zoom, shared traditionally in the past, they have had a veteran's breakfast and those types of things but COVID had derailed that. They hope to reinstate that event this year and to expand and provide more opportunities for our veteran and military connected employees so they can learn more about the services provided locally as well as across the state.

He is scheduled to meet with Cris DeBord, VP for Talent and Culture, on May 9th to discuss further.

New Business

Dianne thought it would be helpful to add the GED/TASC info to our website. Janelle has updated the forms for Tuition Assistance on the website but University Relations will be assisting her with updating our entire website eventually.

Angela shared she was contacted by a Talent and Culture rep who will be working on ways to make employees feel appreciated. Angela is also going to refer her to the Wellness Committee.

Guest Speakers

HR Audit Results

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

Last October, they had met with Staff Council to provide details of the audit plans. This came about from the House Bill 2542 in 2017 which gave WVU freedom to develop their own HR rules and policies and requires the University to engage in a policy and practices audit by 2022. The audit process will be done every five years, this being the initial one. The WVU BOG Talent & Culture Rule 3.1 reiterates that and requires Staff Council be given the opportunity to correspond with external auditors before the audit process and after.

Matrix Consulting Vice President Alan Pennington provided a PowerPoint presentation of the final results of the audit to the Council.

Each T&C department developed statutory reference and other background about personnel, classification and compensation system and organizational rules for them to review as well as some random transactional data from 2017 through 2021.

- Reviewed BOG Rules 3.1 – 3.9 and found all to be in full compliance
- Transactional review in full compliance with processing individual transactions
 - Hiring of Candidates
 - Compensatory Time Off
 - Catastrophic Leave Participation
 - Annual Increase
 - Merit Increase
 - Critical Retention
 - Annual Performance Review
 - Probationary Reviews – partially compliant
 - Reduction in Force
 - Training Requirements

- Manual processes in some areas are inefficient; in one case, not all requested documents could be provided
 - Probationary Reviews were partially compliant (record-keeping)

President's Meeting

The meeting is scheduled for Monday, April 25, 2022, beginning at noon, via Zoom. With no urgent items to discuss with the president, the group decided to cancel it this month.

Adjournment

Peggy motioned to adjourn. Angela seconded. All in favor and meeting adjourned at 10:45 a.m.