



Monthly Meeting

April 17, 2024 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | 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
Barclay, Anne	Assistant Accountant	Shared Services	No*
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Castner, Paul	Trades Specialist II	Auxiliary/Maintenance	No*
Crabtree, Joan	Manager, Physical Plant II	Auxiliary/Operations	Yes
George-Jones, Tara	Program Manager	Global Affairs	Yes
Joplin, Michael	Manager Physical Plant II	Auxiliary Operations	Yes
Lemine, Matthew (Brett)	Trades Specialist I	Auxiliary Maintenance	Yes
Richards, Tim	Piano Technician Senior	College of Creative Arts, Music	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Savage, Diana	Campus Service Worker Lead	Auxiliary/Operations	No*
Seime, Sarah	Director, HR Partners	T&C, Employee Relations	Yes
Stewart, Dianne	Administrative Associate	Engineering & Mineral Resources	Yes
Twyford, John	PRT Technician II	Auxiliary PRT	No*
Vincent, Jodi	Administrative Assistant	WRC and LGBTQ+ Center	Yes

**Excused*

Also in Attendance:

April Kaull, *Executive Director, UR Communications*
 Terri Kelley, *Administrative Assistant, Communication Studies*
 Dana Musick, *Administrative Assistant, CAHS Counseling and Well Being*
 Jason Rice, *Program Assistant II, Communication Studies*
 Brian Sherry, *Postal Worker II, Auxiliary Postal Services*
 Holly Leleux-Thubron, *University Communications Specialist Senior, UR*
 LaDawn Weaver, *Program Assistant I, Engineering and Mineral Resources CEMR*

Coffee and Conversation Guest Speakers:

Penny Lipscomb, *Interim Director, Veteran's Affairs*
 Kevin Cimino, *Deputy General Counsel*
 Corey Farris, *Associate VP and Dean, Student Life*
 Travis Mollohan, *Associate VP, Government Relations*

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

Call to Order

The meeting was called to order by the chair, Shirley Robinson, at 8:24 a.m. and a quorum was established.

First Business

Approval of March minutes motioned by Tara. Joan seconded. The majority was in favor and motion carried. Jodi did not officially vote or approve the motion.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$1,597.83 with one expense of \$21.20 for the telephone. That left an ending balance of \$1,576.63.

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

Chair's Report

By Shirley Robinson

Shirley reported she did not attend the Faculty Senate meeting as they were conducting their elections.

Advisory Council of Classified Employees (ACCE) Report

By Jodi Vincent, *Classified Staff Council Rep.*

Jodi did not give a report last month due to not having much to relay to the group. She added that during their March 8th meeting, they had a virtual conversation with HEPC. They are working on new job descriptions and pay grades for all the universities to update the current classification system. Jodi has been assisting HEPC with trying to obtain that information from WVU. She will be meeting with administrators this week.

PEIA will again increase premiums by 10.5% this year. They are planning to have talks with legislators regarding this issue.

They will meet this Friday.

Board of Governors (BOG) Report

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley gave her Classified Staff Presentation to the Board on April 12th. There were some issues with the Zoom that day and several people missed it, so she presented her slide show presentation to the group.

Some highlights from the presentation:

Classified Staff are regular full-time or regular part-time employees who do not meet the duties for exempt status under the Fair Labor Standards Act or were a classified staff employee as of January 21, 2017, unless otherwise deemed a non-classified employee.

The five sectors of Classified Staff are: Administrative/Managerial; Clerical/Secretarial; Paraprofessional/Technician; Physical Plant/Maintenance/Service; and Professional/Non-Teaching.

Pay grades range from 6 to 21; pay grade 6-8 minimum is \$13 an hour with \$17 an hour maximum.

Have you ever stubbed your toe and how did your body react to that pain? As small as a toe may be, the entire body responded to that urgency of pain and came to the rescue. In this example, the body represents a OneWVU. We need to come to the need of the area that is hurting.

Classified Staff per campus:

- WVU Keyser – 42 currently; 55 in 2022-23
- WVU Beckley – 59 currently; 63 in 2022-23
- HSC – 217 currently; 259 in 2022-23
- HSC Charleston – 14 currently; 15 in 2022-23
- WVU Main – 1,092 currently; 1,148 in 2022-23

The average age of classified staff is 49; last fiscal year it was 47. The longest years of service is 51; last fiscal year it was 50.

The Staff Council Initiatives are:

- Scholarships for staff
- Hearts and Hands Fund
- Red Cross Blood Drive Sponsorship
- Annual Coat Drive
- Years of Service Certificates
- Classified Staff Emeritus Award

Moving forward, let's be **Listeners, Optimistic, Versatile, Exuberant**. As well as **Communicators, Collaborators, and Appreciative**.

Committee Reports

Legislative

By Jay Bucklew, *Chair*

Jay reported he met with most of the committee members last week. He does not have any major updates.

He saw our bylaws have not been updated since 2017. He would like to review them and make some revisions as a group.

Jay motioned to conduct a formal review of the current Staff Council bylaws. Shirley advised the committee to review and make any proposed changes then bring it to the Council during the next monthly meeting. Motion was rescinded.

Compensation

Shirley will reach out to Rebecca Meyer, Director of Compensation Administration for a follow-up regarding quarterly meetings.

Tuition Assistance/Scholarship

By Dianne Stewart, *Chair*

Dianne reported there were eleven applicants for the summer term and four have been awarded. The remaining need to register for a class.

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 Dianne Stewart and Michael Joplin, *Coordinators*

Mike and Dianne had no new updates since the last meeting.

Sustainability

Annie was unable to attend the meeting. Jay reported on her behalf.

They held their last meeting of the semester on April 8th and will reconvene in the fall.

Highlights of their discussion:

- EV charging stations – hoping to have those installed by fall
- Roll out of new printing initiative – defaulting to black and white double-sided printing; the number of printers has been reduced
- Personal electronics disposal will be held April 17th from 9 a.m. to 5 p.m. at the Rec Center
- Off-campus housing will have a campus community-wide litter clean up on April 19th from 2 p.m. to 4:30 p.m.
- The annual Blue and Gold Mine Sale will be held on May 11th at the East Concourse at Mylan Puskar Stadium
- Resolution to increase sustainability efforts will be presented to Faculty Senate

Tobacco-and Smoke-Free Steering Committee

By Diana Savage, *Classified Staff Council Rep.*

Diana was unable to attend the meeting.

Coffee and Conversation

Veteran's Affairs

Penny Lipscomb, *Interim Director, Veteran's Affairs*

Penny agreed to speak to the group and provide more information about what they do and how Staff Council can assist them with their initiatives.

Some highlights from her slide show presentation:

Penny has been with the Center for Veteran, Military and Family Programs, aka "Mountaineer Bunker" for over five years. It is located at the Mountainlair, Room 214.

Their mission provides a comprehensive collection of services for veterans, military, veteran independents, and their families focusing on retention, graduation and employment.

Their vision is to become a national leader of veteran support and success in addition to:

- Ease the transition from military service or life to campus life
- Foster a welcoming environment
- Support veterans, military and dependents through graduation and into careers
- Awareness and support of veteran's issues
- Collaborative partnerships to develop solutions to veterans' issues
- Advocate for the military population

They provide a range of services such as:

- Certifying students for VA Educational Benefits
- Work with WV National Guard for State Tuition Assistance
- Work with the Department of Defense for Federal Tuition Assistance
- Academic Advising
- Tutoring
- Hire VA work studies
- Mountaineer Bunker offers study spaces, free printing, coffee, Xbox and a kitchenette

The latest updates from their unit:

- Ranked #14 in the nation and #1 in Appalachia
- Approved for the Skill Bridge Program
- Our military population has continued to grow
- In-state tuition with HB 4882
- Working on a 2+2 program with the Community College of the Air Force
- Work with National Veterans Leadership Foundation
- Planning a Veteran's Day Breakfast
- More community service (community engagement grant)

For more information, visit their website, <https://veterans.wvu.edu/>.

Campus Carry Update

Kevin Cimino, *Deputy General Counsel*

Corey Farris, *Associate VP and Dean, Student Life*

Travis Mollohan, *Associate VP, Government Relations*

The [Campus Safety Steering Group](#) is a charge by President Gee which was formed last year with Corey Farris and Sharon Martin serving as co-chairs and consists of various employees and students across campus with four sub-groups:

1. Campus Carry
2. On-Campus Safety
3. Morgantown Partnership
4. Communications

Some highlights of their charges from the slide-show presentation:

- Identifies safety concerns on all campuses working with sub-groups to develop solutions
- Makes recommendations to the University based on input from sub-groups
- Communicates with the campus community

The Campus Self-Defense Act will be implemented on July 1, 2024, which allows a person to carry a concealed pistol or revolver on the grounds of a higher education institution, with some exceptions, if that person has a current and valid license to carry a concealed deadly weapon.

The description of the [BOG Finance and Administration Rule 5014 – Deadly Weapons, Dangerous Objects, & WV Campus Self-Defense Act](#) along with the list of areas that are prohibited on WVU property.

Examples of exempted spaces:

- At an organized event with over 1,000 spectators – WVU Coliseum, CAC during events
- Daycare/Child Learning Center – WVU Daycare, Mountaineer Kidzone in Rec Center
- On-Campus Disciplinary Proceedings – Morgan House during hearings
- Where possession is prohibited by Federal Law – National Guard Recruiting Office in Eagle Place
- Patient Care and Mental Health Counseling – Student Health building
- High hazardous and animal laboratories – rooms in Life Sciences; Engineering Research Building; Chemical Research Laboratory; Clark Hall

Safety measures:

- Secure lockers
- Metal detectors at designated events
- Signage in designated areas
- Campus maps and facilities list
- Syllabus statement (faculty)
- UPD training and resources

For updates on the implementation of Campus Carry, visit <https://safety.wvu.edu/campus-carry>.

Old Business

As discussed last month, Shirley proposed a STAAF ad-hoc committee. The acronym stands for Service, Training, Appreciation, Advocacy, Fellowship.

The purpose of this ad-hoc committee:

- Spearhead events throughout the academic year to promote staff development and open to the University community
- Support the goals and objectives of the chair to help build staff morale through networking and activities that will foster a sense of working together
- This group will consist of classified staff, non-classified staff and faculty
- If there is some overlap between the Welfare Committee and STAAF committee, then the chairs and committee members will collaborate

After discussion, Dianne motioned to put this ad-hoc committee and initiatives under the Welfare Committee. Brett seconded. The majority was in favor and the motion carried.

Suggestions for the attributes of the next WVU president were provided by a few members and sent to Shirley:

- A strong commitment and dedication to WV and WVU and our land-grant mission
- Innovative, global and forward-thinking abilities

- Proven excellence in academic and administrative leadership at the level of president, provost, or other senior administrative position
- An understanding and passion for our student success
- An understanding of university finances and how to balance those finances with academic priorities
- A commitment to diversity and inclusion
- Knowledge and the ability to facilitate collaborative activities and partnership throughout the US and world
- The decorum to be able to interact with individuals from a wide variety of backgrounds and cultures
- Relationships between staff and students being important
- Taking ownership and accountability for the condition of the university regardless of previous leadership
- Takes on the inequalities, discrimination, and marginalization issues

There are plans for a survey that will be sent out to classified staff to determine the top priorities.

The Ad-hoc Governance Search Committee would like to have representation from faculty, staff and students. They asked Shirley to submit the names of three individuals. She would like one of them to be a classified staff employee that is not on Staff Council and the remaining two to be Staff Council members. One individual will be chosen by the Committee.

Tim nominated Brian Sherry, however, Brian declined. Dana Musick was nominated. Thea nominated Dianne and she accepted. Joan nominated herself and Mike nominated himself.

New Business

Shirley had emailed Paul Kreider, Vice Provost, Academic Affairs, regarding the mergers of certain units/departments. He shared that they are not anticipating any more classified staff reductions. The departments are still in conversation and implementation will begin in the fall.

Shirley suggested putting something on our website that will provide information from our discussions during the President's Meetings. The group agreed our website would be a useful source of information.

President's Meeting

The meeting is scheduled for Monday, April 22, 2024, beginning at noon at Stewart Hall, President's Conference Room and Zoom. Items for the agenda are as follows:

- Is it possible for non-classified staff to have representation such as a Staff Council?
- Do the new budgets that were sent out recently to colleges include any cuts?
- Any updates on PEIA?

Adjournment

Dianne motioned to adjourn. Mike seconded. All in favor and meeting adjourned at 11:30 a.m.