



Monthly Meeting

January 18, 2023 | 8:15 a.m. - Noon | Bluestone 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
Blake, Tammy	Academic Program Associate	Animal & Nutritional Sciences	Yes
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
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Roman, Michelle	Assistant Accountant	SSC Financial Management	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
Thomas, Jude	PRT Electronics Specialist I	Auxiliary/PRT	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

**Excused*

Also in Attendance: Holly Thubron, *University Communications Specialist Senior, UR*
 Kasandra Lambert, *Program Coordinator, RES Integrity and Compliance*

Guest Speakers: Kristen Shipp, *Executive Director, Annual Giving*
 Samantha Burwell, *Director, Talent and Culture*

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

Call to Order

The meeting was called to order by the chair, Shirley Robinson, at 8:29 a.m. and a quorum was established.

First Business

Approval of November and December minutes motioned by Lisa. Nan seconded. All in favor and motion was carried.

Shirley addressed the group stating the importance as Staff Council representatives we have the duty to represent WVU, this Council, and the classified staff. She asked that the group focus on their priorities as Staff Council members, to respect one another, and communicate effectively. We advocate for classified staff and each member is an intricate part of this group. Our peers elected us because they felt we would represent them in a professional way.

Our mission statement:

Staff Council promotes a positive work environment for all Classified Employees through effectively advocating for our peers in the University’s decision-making process.

She added if the committee chairs cannot attend a meeting, please choose a committee member to provide the report on your behalf and send it to Janelle in advance.

Treasurer’s Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported the ending balance in October was \$4,436.41 with the following expenses:

- \$1.53 (printing and copying)
- \$21.20 (telephone)
- = \$22.73 total expenses

That left an ending balance of \$4,413.68.

Approval of October’s report motioned by Nan. Lisa seconded.

She did not receive the report for November but received the report for December. Approval of November’s and December’s report will be postponed until the report for November is received.

Chair’s Report

By Shirley Robinson

Shirley reported she attended the Faculty Senate meeting.

She met with Samantha Burwell, Director, Talent and Culture along with other members of the Tuition Assistance Planning Project Committee.

She shared the legislative bills that are on the table with the Council members. There is a Faculty Senate meeting today at 5 p.m. to vote on their stance regarding the Campus Carry bill.

She also shared information concerning PEIA (Public Employees Insurance Agency) and a copy of the proposed WVU BOG (Board of Governors) Talent and Culture Rule 3.5 that was out for public comment.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported their next meeting is scheduled for January 25th via Zoom.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported she was not able to attend the December 16th meeting due to Commencement duties.

As she understands, there were some honorary degree recipients approved, those names cannot be released until they are notified.

Their next meeting is scheduled for February 18th and will likely be at Erickson Alumni Center.

Committee Reports

Legislative

Shirley announced that Dianne will serve as committee chair as the Council's vice chair.

Compensation

By Angela Henderson, *Chair*

Angela reported they had their quarterly meeting last month. They discussed if pay raises can be expected until a budget is finalized for this legislative session. The governor had announced a raise for state employees, but we understand that does not fully apply to WVU.

The Modernization Project is ongoing. They are still working on transferring all the job families from what they were previously to what they will be in the new system. Updates will either be available on the modernization website or in a Campus Conversation.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan does not sit on the committee for the Tuition Assistance Planning Project lead by Samantha Burwell, Director, Talent and Culture, so she does not have recent updates to report.

Dianne reported there were twelve recipients awarded for the Spring semester.

Blood Drive

By Dianne Stewart

Dianne reiterated the blood drive is scheduled for Monday, January 30th from noon to 5 p.m. If anyone can volunteer to help staff the table, the sign-up sheet is posted in Teams. You can log your volunteer hours on iServe under Blue Cross Blue Shield because her contact, Ryan, with Red Cross, has an account under them.

Welfare

By Tammy Blake, *Chair*

Tammy reported she will schedule a committee meeting before the next Staff Council meeting.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not yet met with the new Athletic Director but will have a meeting within the next few months.

Sustainability

By Angela Henderson, *Staff Council Rep.*

Angela reported some items from the meeting in December:

- The lumber sale was held during Mountaineer Week; turnout was not as anticipated but they did make some money; all monies go to funding tree activity on campus
- A landscape architecture student is working on plans for a memorial garden that may benefit from those monies as well
- The design work for the campus connector of the President's trail is in its beginning stages
- The Foundation approached Kroger Corporation with the relocation of The Rack and to do things on other college campuses like composting called the Zero Hunger | Zero Waste Foundation

- They are trying to develop composting to benefit the community garden in Westover and the one near Engineering
- Improved tracking on university pay travel to see how much emissions are caused by our travel
- Fleet vehicles have been reduced again
- Students are trying to work on recycling on campus to reduce plastic waste

Tobacco-and Smoke-Free Steering Committee

By Diana Savage, *Classified Staff Rep.*

Diana was not able to attend the meeting.

Guest Speakers

Annual Day of Giving

Kristen Shipp, *Executive Director, Annual Giving*

Kristen agreed to speak to the group regarding information on the Day of Giving which will be held on March 22, 2023. It is in its fifth year, and it is a 24-hour event to raise monies to help support all systems across WVU.

The Council, specifically the Staff Council Tuition Assistance/Scholarship Program, would like to participate to raise monies to supplement the scholarship program.

As we get closer, you can visit the website, <https://dayofgiving.wvu.edu/>, and you will see a list of participating individual groups that are listed along with their own page.

There is a donor wall which displays the names of those who donated. Also, at the end of the event, the top three groups will receive additional funding for your program through the Foundation.

Each hour, they have different challenges. For example, whoever makes the largest gift for a particular hour will win some additional bonus funds.

Proposed WVU BOG Talent and Culture Rule 3.5

Samantha Burwell, *Director, Talent and Culture*

Samantha agreed to go over the [WVU BOG Talent and Culture Rule 3.5](#) that will be proposed during the next Board meeting. There is one change they are making, and it does not impact staff. It concerns medical and dental residents at the hospital.

New Business

Upon Danielle leaving Staff Council to accept a non-classified position, the group needed to vote on a new Member-at-Large. Shirley opened the floor for nominations. Tammy self-nominated. No other nominations were made. Shirley closed the floor for nominations. Tammy is the new Member-at-Large.

The Staff Council election will take place in April with nominations beginning in February. Sarah provided the timeline as follows:

- Feb. 1 – list of eligible employees is generated
- Feb. 14 – ENEWS announcement (nominations beginning tomorrow)
- Feb. 15 – nominations begin (send email with nomination form)
- Feb. 22 – send emails to sectors with nominees
- Feb. 27 – reminder last day for nominations (the following day)
- April 4 – ENEWS & send email (election begins tomorrow)
- April 5 – election begins (send email from Votenet with login credentials)
- April 10 – send email from Votenet (tomorrow is last day to vote)
- April 11 – election ends
- April 12 – preliminary results released (President's office, Staff Council, classified staff)
- April 13 – preliminary results announced in ENEWS

Sarah and Rachel Twigg, Administrative Assistant Senior, Talent and Culture, will contact the members of the Election Committee to confirm if they are still an active classified staff employee. Shirley also suggested submitting names of employees interested in serving on the Election Committee to Janelle in case they need to replace someone on that committee.

President's Meeting

The meeting is scheduled for Monday, January 23, 2023, beginning at noon, via Zoom. Items for the agenda were determined as follows:

1. Legislative update
 - a. Campus Carry
 - b. PEIA
 - c. Overall budget
2. Group's suggestions for cost-saving measures
 - a. Does the University have plans to offer incentivized programs (early retirement, VSIP, etc.)
3. Pay increases and compression issues

Adjournment

Lisa motioned to adjourn. Brian seconded. All in favor and meeting adjourned at 10:40 a.m.