



Monthly Meeting

November 15, 2023 | 8:15 a.m. - Noon | Mountainlair, Bluestone Room | 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	Yes
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Castner, Paul	Trades Specialist II	Auxiliary/Maintenance	Yes
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	No*
Lemine, Matthew (Brett)	Trades Specialist I	Auxiliary Maintenance	Yes
Morrison, Scott	Maintenance Worker II	Auxiliary PRT	No
Richards, Tim	Piano Technician Senior	College of Creative Arts, Music	No*
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	Program Assistant II	AS Social Work	Yes

**Excused*

Also in Attendance: Dana Musick, *Administrative Assistant, CAHS*
 Logan Pierce, *WVU Internal Senates Liaison*
 Holly Leleux-Thebron, *University Communications Specialist Senior, UR*
 Rachel Twigg, *Interim Program Coordinator, Employee Relations*

Guest Speaker: Joy Edwards, *Director, WVU Conflict of Interest Office*

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

Call to Order

The meeting was called to order by the chair, Shirley Robinson, at 8:23 a.m. and a quorum was established.

First Business

Shirley presented a WVU Values Coin to Rachel Twigg, Interim Program Coordinator, Employee Relations. Rachel has assisted with the Staff Council elections and several other Council-related items. Shirley shared one of the meanings of the name Rachel is ‘one that is duplicatable’. She has gone above and beyond and represents many of the values of WVU.

Approval of October minutes motioned by Tara. Jay seconded. All in favor and motion carried.

Treasurer’s Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$2,166.68 with the following expenses:

- \$21.20 (telephone)
- \$24.00 (parking at Area 9 for retreat all day)
- \$137.00 (Beehive Café for retreat)
- \$55.96 (Bookstore – two padfolios for new members)
- \$125.00 (WVU photographer for photos at retreat)
- \$70.00 (seven digital photos for website)
- = \$433.16 total expenses

That left an ending balance of \$1,733.52. We’ve spent 24.98% of our budget.

Approval of Treasurer’s Report motioned by Jodi. Tara seconded. All in favor and motion carried.

Chair’s Report

By Shirley Robinson

Shirley reported she attended the Faculty Senate meeting recently as well as the PEIA public hearing on Thursday, November 9th along with the Faculty Senate chair and Logan Pierce, WVU Internal Senates Liaison. They were not in favor of the premium increase due to WVU’s budget deficit and cost of living without salary adjustments.

Advisory Council of Classified Employees (ACCE) Report

By Jodi Vincent, *Classified Staff Council Rep.*

Jodi reported they met here on the WVU campus on Monday, November 13th. Travis Mollohan, Associate Vice President, Corporate and Government Relations, also spoke to the group and stated that Diversity, Equity and Inclusion (DEI) is possibly on the agenda at the Legislation.

They also had Representative Evan Hansen from the Judiciary Committee speak to the group. The group asked several questions regarding PEIA and the raise that came out of the 5% and how that would not be sufficient. He seemed interested and took several notes as well as provided his cell phone number.

Shirley added how important it is to have a rapport with our legislators.

Committee Reports

Legislative

By Jay Bucklew, *Chair*

Jay does not have much to report. He also attended the ACCE meeting.

They met yesterday regarding campus carry which is Travis Mollohan's focus as of now. He will reach out to him next week for any updates.

Tuition Assistance/Scholarship

By Dianne Stewart, *Chair*

Dianne reported they had a meeting last week to review the list of applicants for the Spring 2024 term. There are 19 total applicants. Upon review, there will be 12 scholarships awarded that meet the requirements. They are waiting for fall grades to post.

Welfare Committee

By Paul Castner, *Chair*

Paul reported they started the coat drive. Collection boxes are located across campus.

Blood Drive

Dianne Stewart, *Coordinator*

There is blood drive scheduled for November 17th at Statler.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

They meet quarterly so their next meeting will be in the Spring.

Sustainability

By Shirley Robinson, on behalf of Annie Barclay, *Classified Staff Council Rep.*

Annie was unable to attend the meeting so Shirley attended.

She reported that the chair, Kristen Stephan, provided a summary of energy use on campus.

There was a guest speaker, Sam Taylor, Director of WVU Institute for Sustainability and Energy Research. He provided information on the geothermal energy and their goal to gather enough data to determine if geothermal reservoirs in our region can be a cleaner energy source

Traci Knabenshue, Director of Sustainability, mentioned that they have planted fourteen trees to replace the tree removals on campus and a few along Falling Run Road.

Tobacco-and Smoke-Free

By Diana Savage, *Classified Staff Council Rep.*

Diana was not able to attend the meeting.

New Business

Sarah provided an update on the ASU review which is currently underway with the libraries and Teaching and Learning Commons. Leaders are working with the information obtained for the cost-saving model. If there are any classified staff impacts, she will be sure to share that information.

Tara gave an overview of Robert's Rules of Order and provided a cheat sheet which she got from UNC's website.

Tara reviewed the comments of the Staff Council survey on Academic Transformation from classified staff. They decided not to publish the comments mainly due to vulgarity. The other comments were either in agreement or disagreement with the way things were done. No solutions were given. Most staff felt they were not properly addressed and accountability was a common theme.

A few years ago, we had a game night to engage with our students and it was successful. Shirley has been corresponding with Logan Pierce, WVU Internal Senates Liaison, regarding doing another student focused event. Logan shared some items they discuss during their SGA meetings every Wednesday:

- Each meeting they usually confirm a new student organization

- SGA President Madison Santmyer is starting a working group to discuss WVU recruiting and retention so they are open to any suggestions Staff Council may have
- They usually pass the financial bill that funds student organizations at each meeting
- Corey Farris, Dean of Students, and Travis Mollohan provided an update on campus carry and general safety issues
- Financial bills and resolutions passed – increase outdoor study spaces and amend elections code
- Chair and Committee reports
- Open student forums

Shirley shared that there will not be a President’s Meeting this month but we will have a holiday luncheon with him on December 5th.

Tara made a motion to change our meeting start time to 8:30 a.m. or 9 a.m. to allow individuals to get to their office. Brett seconded. Shirley suggested we give it some time before changing it.

The group discussed tabling it until the next meeting. Brett seconded. All in favor and motion carried.

Guest Speaker

COI Guidance

Joy Edwards, *Director, WVU Conflict of Interest Office*

Joy agreed to speak to the group about the COI office to provide some insight on what they do.

They provide support to the University community and oversee conflict of interest policies and compliance.

They are governed by [BOG Rule 1.4 – Ethics, Conflicts of Interest, and Outside Consulting Arrangements](#).

The West Virginia [Ethics Act](#) is the framework for outside consulting arrangements and disclosure practices. All University faculty, staff, officials, unpaid volunteers, and student workers are required to abide by the Ethics Act. There is a form developed for faculty and staff to present to obtain initial approval for outside consulting arrangements as well as a Consulting Arrangement Annual Disclosure form with a disclosure date of August 31st.

There is an Institutional Conflict of Interest Process Overview form. University officials must annually disclose “significant financial interests for institutional conflicts” of interest by July 31st each year.

Another important item is Conflict of Interest in Research which pertains to situations in which a researcher has a significant financial interest that may compromise professional judgment.

If you have any questions about an outside activity, please feel free to contact a representative in their office or visit their website, [Research Compliance Administration at West Virginia University \(wvu.edu\)](#) to access the forms.

Adjournment

Tara motioned to adjourn. Paul seconded. All in favor and meeting adjourned at 10:10 a.m.