



## Monthly Meeting

August 17, 2022 | 8:15 a.m. - Noon | Bluestone 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	Manager, Physical Plant II	Auxiliary/Operations	Yes
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	No*
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	No*
Martin, Lisa	Special Events Coordinator Senior	Event Management	No*
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Patrick, Jr., Kevin	Project Coordinator	University Registrar	No
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	No*
Runyon, Peggy	Campus Police Officer Lead	University Police Department	No*
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	No
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

*\*Excused*

**Also in attendance:** Kasandra Lambert, *Program Coordinator, RES Integrity and Compliance*  
 Shawn Ragsdale, *Program Coordinator, B&E Graduate Programs*  
 Cindy Teets, *Director, Global Affairs*  
 Holly Leleux-Thubron, *University Communications Specialist Senior, UR*

**Guest Speakers:** Samantha Burwell, *Director, Human Resources, Talent and Culture*  
 Valerie Bailey, *Project Manager, Talent and Culture*

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

### **Call to Order**

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

### **First Business**

Approval of July minutes motioned by Danielle. Nan seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a balance of \$1,586.42 at the end of fiscal year 2021-22 with one expense of \$21.20 for the telephone. That leaves an ending balance of \$1,565.22 for the June Treasurer's Report. We spent 66.05% YTD. As previously reported, the group voted to transfer the surplus funds to help supplement the Tuition Scholarship for Children of Classified Staff.

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

Joan reported a July beginning balance for the new fiscal year of \$4,610.00 with one expense of \$21.20 for the telephone. That leaves an ending balance of \$4,588.80.

Approval of July Treasurer's Report motioned by Tammy. Danielle seconded. All in favor and motion was carried.

### **Chair's Report**

By Michael Torries, *Chair*

Mike reported he met with the Staff Council Tuition Assistance Planning Project committee. Samantha Burwell, Director, Human Resources, Talent and Culture, facilitates the committee and will be giving an update to the group later this morning.

He and the rest of the Executive Committee members will need to plan a time to meet to review the Staff Emeritus applications and present their recommendations to the group during next month's meeting.

He had previously talked about reaching out to Staff Council representatives at WVU Tech and Potomac State. He and a WVU Tech rep had planned to have a meeting but that fell through. He hopes to reschedule that meeting soon.

Peggy Runyon announced she will be retiring on August 26<sup>th</sup>. She offered her help with any opportunities to assist Staff Council in the future. We wish her all the best.

He will check the list from the Staff Council election to determine who is next in line to replace Peggy's seat in the Physical Plant/Maintenance/Service sector as well as a Staff Council rep on the Parking Committee.

Regarding Staff Council's comment/suggestion of the one year expiration date on a floating holiday for the proposed amendment of Rule 3.6, Section 3.2.1., he was told that would not be feasible as of now. He had a brief meeting with Toni Christian, Director, Talent and Culture, Benefits Strategy, and she explained that will be an item they will look at once they acquire a new ERP system. He changed his statement that he agrees to the proposed policy as stated.

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

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley was not able to attend the meeting.

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

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa was not able to attend the meeting.

#### ***Committee Reports***

#### **Legislation**

By Kevin Patrick, Jr., *Chair*

Kevin was not able to attend the meeting.

Mike reported the Legislature had a special session in which they brought up taxes and abortion. He does not believe any of the items moved.

#### **Compensation**

By Angela Henderson, *Chair*

Angela reported they are still working to find ways to compensate employees outside of wages. During their last quarterly meeting, they discussed the possibility of a survey but were unsure of the feasibility. Rebecca Meyer, Director, Compensation Administration, had given her the name of a department who handles these types of surveys. She will be planning a meeting with our committee to discuss further.

### **Tuition Assistance**

By Dianne Stewart, *on behalf of Joan Crabtree, Chair*

Samantha Burwell will join the group later to give an update.

### **Welfare**

By Tammy Blake, *Chair*

Tammy reported she has the items to send to Mike and Janelle regarding highlighting an employee of the month on the website.

They had met yesterday and discussed the WVU Alert system. It expires after two years and you are required to renew your subscription to keep getting the alerts. Jay had suggested sending employees an email when you are close to the expiration. Danielle reached out to ITS and got transferred to University Relations. She asked about the possibility of pulling phone numbers from Duo Mobile to re-opt everyone again. They said they could look into it if others ask about it. She will follow up with them and relay the inquiry is from Staff Council members.

### **Blood Drive**

By Dianne Stewart, *Coordinator*

Dianne reported her contact person at Red Cross said they do not have anything right now but will get back to her.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not met.

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

By Michael Torries, *Classified Staff Rep.*

Mike reported he has not yet received the July report from the Compliance Officer.

### **Parking**

By Peggy Runyon, *Classified Staff Rep.*

Peggy was not able to attend the meeting.

## ***Guest Speakers***

### **Tuition Assistance Planning Project**

Samantha Burwell, *Director, Human Resources, Talent and Culture*

Valerie Bailey, *Project Manager, Talent and Culture*

Samantha and Valerie joined the group to give an update. They had met with Brent Bunner, Director, University Relations, Strategic Initiatives, and Cherise Watkins, Multimedia Specialist, Strategic Initiatives, who assist with website development. They discussed a microsite that pulls all information in one place that staff members can reference.

They are getting ready for the Spring tuition assistance application launch and are projecting having that available in the beginning of September.

She presented a draft of the microsite and what it will include. The committee will meet tomorrow to do some wordsmithing, then handing it off to Brent and Cherise.

### **Old Business**

Nan mentioned the Talent and Culture engagement survey that was presented to Staff Council in June. Mike relayed that is being postponed until Spring.

Nan said Brian is waiting to hear back from Jerry Wood, Director, Veterans Affairs regarding the ongoing discussion about an event for veterans on Veteran's Day.

### **New Business**

As previously reported, Mike and the rest of the Executive Committee will meet to discuss the two Staff Emeritus nominees and present their recommendations to the group next month.

### **President's Meeting**

The meeting is scheduled for Monday, August 22, 2022 beginning at 11:00 a.m., via Zoom. The group agreed to forego the meeting and will plan to meet with him next month.

### **Adjournment**

Thea motioned to adjourn. Danielle seconded. All in favor and meeting adjourned at approximately 10:06 a.m.