



STAFF COUNCIL

Meeting Minutes

October 15, 2025 | 8:15 a.m. - Noon | Mountainlair, Rhododendron 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
Barner, Sylvester	Supervisor Campus Services	FO Operations	No*
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Chittum, Martin	Program Assistant III	College of Creative Arts and Media	Yes
Crabtree, Joan	Manager, Physical Plant II	Auxiliary/Operations	Yes
Fletcher, Louise	Traffic Enforcement Officer	Parking Management	Yes
George-Jones, Tara	Program Manager	Global Affairs	No*
Henderson, Angela	Program Coordinator	CEMR Computer Science & Electrical	Yes
Joplin, Michael	Manager Physical Plant II	Auxiliary Operations	Yes
Lemine, Matthew (Brett)	Trades Specialist Lead II	FO Maintenance	Yes
Leshner, Ryan	PRT Electronics Specialist I	AUX Personal Rapid Transit	No*
Michael, Louise	Campus Safety Officer	University Police	No*
Moore, Valerie	Academic Lab Manager II	SOM Pathology Anatomy & Lab Med	No
Rakowski, Caty	Program Assistant II	Libraries	Yes
Lautar Rhodes, Brooke	Administrative Associate	SOM Physiology & Pharmacology	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Seime, Sarah	Director, HR Partners	T&C, Employee Relations	Yes
Stewart, Dianne	Administrative Associate	Engineering & Mineral Resources	Yes
Toothman, Brandy	Program Specialist	SON	Yes
Twyford, John	PRT Technician II	AUX Personal Rapid Transit	No*

**Excused*

Also in Attendance:

Sean Manning, University Communications Specialist Senior, UR
Raelynn Regula, Director, Talent and Culture, Employee Relations

Coffee & Conversation Guest Speaker:

James Goins, Jr., Director, Office of Compliance Education and Prevention

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

Call to Order

The meeting was called to order by the chair, Shirley Robinson, at 8:30 a.m., and a quorum was established by roll call.

First Business

Approval of September minutes motioned by Jay. Dianne seconded. All in favor and motion carried.

Treasurer's Report

By Joan Crabtree, Secretary/Treasurer

Joan reported a beginning balance of \$2,175.82 with following expenses:

+66.16 (credit – returned purchase)
-\$1,359.00 (Staff Council office desktop)
- \$63.60 (telephone for July, August and September)
-\$120.00 (all-day parking for retreat in July)
-\$37.43 (Staff Council business cards)
=\$595.79 total expenses

That leaves an ending balance of \$661.95.

Jay motioned to approve the Treasurer's Report. All in favor and motion carried.

Chair's Report

By Shirley Robinson

Shirley reported that she attended the October 13 State of the Union address by President Benson.

She also attended the Faculty Senate meeting.

She serves on the selection committee for the 2025 "Most Loyal" awards for:

- Most Loyal West Virginian
- Most Loyal Alumni Mountaineer
- Most Loyal Faculty/Professional Staff Member
- Most Loyal Staff Member
- Mountaineer Spirit Award

She also serves on the select committee for WVU Honorary Doctorate Degree, and they will meet today at 1 p.m.

Advisory Council of Classified Employees (ACCE) Report

By Angela Henderson, ACCE Classified Staff Council Rep.

Angela reported that the September meeting was held at Marshall University, which she attended virtually.

The Marshall University Chief Human Resources Officer gave a presentation.

There was discussion about their legislative brochure that will be distributed.

Their next meeting is scheduled for October 20 at WVSOM, Lewisburg, WV.

Shirley recommended that Angela be included in the Legislative Committee meetings, as well.

Committee Reports

Compensation

Angela will serve as chair, and Thea will serve as the interim chair for the committee to provide support.

Angela reported that there is a meeting scheduled for November.

Legislative

By Jay Bucklew, Chair

Jay reported that the committee met and then met with Travis Mollohan, Associate Vice President, Corporate and Government Relations, and Dan Kimble, Director State Relations & Senior Advisor, Corporate and Government Relations on October 9.

They had good conversation and aren't certain of what items will be priorities other than PEIA, but they will meet with them again in November to hopefully get a better idea.

Jay will send Angela and Shirley the draft of our legislative brochure.

They will meet with Travis and Dan again in November.

They will also need to decide when their monthly committee meetings will be held during the first week of each month.

Scholarship/Tuition Assistance

By Brandy Toothman, Chair

Brandy reported they had their initial meeting to schedule their ongoing monthly meetings during the first week of each month.

Welfare

By Brandy Toothman, Chair

Brandy reported they held their initial meeting to schedule their ongoing monthly meetings during the first week of each month.

STAAF (Service Training Appreciation Advocacy Fellowship) ad-hoc Committee

By Shirley Robinson

Shirley reported that she sent an email to those who previously participated on the committee to ask if they are still interested.

They will be meeting soon.

Student Retention

By Shirley Robinson

Shirley reported that she has not met the new SGA president, but she will reach out to him.

Sustainability

By Martin Chittum, Classified Staff Council Rep.

Martin did not have anything to report. Shirley will contact Traci Knabenshue in Sustainability to inform her Martin will serve on the committee.

Joan, who serves on the Nuts-and-Bolts Committee, did have some information to share.

Beginning next month, they will start recognizing students who recycle and utilize water filling stations and give out eco stickers.

Staff Council Newsletter

By Martin Chittum, Editor

Martin reported that he and Thea, who serves as co-editor, have been discussing content for the quarterly newsletter. Sarah is going to provide a template for the layout.

They plan to include content about Staff Council updates and initiatives as well as legislative items concerning staff.

Coffee & Conversation

Office of Compliance Education and Prevention

James Goins, Jr., Director, Office of Compliance Education and Prevention

James agreed to provide an overview of the Division of Compliance Education and Prevention, formerly known as the Office of Diversity, Equity and Inclusion, with a slide presentation.

History:

- Formerly known as the President's Office for Social Justice from 1996 until 2013
- Focused strictly on Title VII, Executive Order 11246, and ADA compliance
- April 4, 2011, the office took on Title IX responsibilities for all campuses
- WVU names its first Chief Diversity Officer and changes the name to the West Virginia University Division of Diversity, Equity and Inclusion
 - To bring all the division's elements into one central office
 - To recruit diverse faculty, staff and students
 - Celebrate the many cultures that are part of the WVU community
 - Charged with upholding the principles of social justice throughout the WVU community – promoting opportunity, equality, civility and respect for all
- WVU officially closed its DEI office on January 30, 2025 to be in compliance with state executive orders:
 - Governor Morrisey issued Executive Order No. 3-25 on first day in office
 - Directed the cessation of DEI initiatives within state government and any entity receiving state resources
 - Aimed to “eradicate the woke virus” and eliminate “special preferences unlawfully benefitting one group over another.”
 - Emphasized equal treatment under the law

And federal executive orders:

- President Trump issued Executive Order 14151 (or similar from January 2025)
- Called for termination of all discriminatory programs
- Included DEI mandates, policies, and activities in the federal government
- Name changed to the Division of Campus Engagement and Compliance
- August 31, 2025, the decision was made to close the Campus Engagement side of the office and now called the Office of Compliance and Prevention Education
- Primary objective is to ensure full compliance with all federal laws and regulations pertaining to nondiscrimination and equal opportunity
 - Title VI and Title VII of the Civil Rights Act of 1964
 - Title IX of the Education Amendments of 1972
 - Americans with Disabilities Act (ADA) of 1990

Mission to the New Division:

- Ensuring adherence to federal and state guidance
- Fulfilling the needs of the campus community
- Primary emphasis on compliance with Title IX and the Americans with Disabilities Act (ADA)

Prevention of Discrimination and Harassment:

- Developing and implementing policies and procedures that prohibit discrimination, harassment, and retaliation
- Conducting regular training and awareness programs for all students, employees, and supervisors, to educate them on their responsibilities and rights under these laws
- Fostering a culture of respect and inclusion where all individuals feel safe

Prompt and Equitable Response to Complaints

Unit must ensure a fair, impartial, and timely response to all complaints of discrimination, harassment, and retaliation which includes:

- Establishing accessible and clear reporting mechanisms for individuals to file complaints
- Conducting thorough and objective investigations into all allegations
- Implementing appropriate remedial actions and disciplinary measures when violations are found
- Protecting individuals from retaliation for reporting concerns or participating in investigations

ADA Provision of Reasonable Accommodations:

- Establishing a clear process for requesting and evaluating accommodation needs for both employees and students
- Engaging in an interactive process with individuals to determine effective accommodations
- Ensuring accessibility of facilities, programs, and services

Education and Training:

- Providing ongoing training for new students, new hires, and existing staff on nondiscrimination policies and procedures
- Offering specialized training for supervisors and managers on their roles in preventing and responding to discrimination and harassment
- Disseminating information about available resources and support services

Children on Campus:

WVU is committed to the protection of youth participating in programs and activities on campus, as well as in WVU-sponsored off-campus events consistent with Board of Governors Rule 1.7.

The Office of Compliance and Prevention Education will:

- Stay informed on developments impacting youth protection

- Be an active resource for units planning to host programs involving children to ensure their safety
- Facilitate and ensure the adults who have direct contact with youth participants have undergone required background checks and training

Staff Council can support the unit by:

- Dissemination of information
 - provide accurate information about their reorganized unit, its mission and the resources they offer
- Feedback and Input
 - The perspectives of staff members are valued, and Staff Council can serve as a conduit for feedback
- Promoting a Culture of Respect and Compliance
- Collaboration on Initiatives

For more information, visit their website at [Office of Compliance and Prevention Education at West Virginia University](#).

New Business

Establishing the Paul R. Martinelli Classified State Recognition Award:

- Shirley has spoken with Mark Gavin, Vice Provost, Academic Affairs, regarding this award and agreed to provide \$100, and those monies will be put into our budget each year for the award.
- In April, a recognition ceremony will be held at Blaney House. However, we would like to present this award to him in November at the Harmony at Morgantown, where he resides.
- He served WVU for over fifty years and was the longest-running ACCE Classified Staff Representative for WVU, as well as many other notable contributions to classified staff.

Top 4 Sector Questions determined by the group survey:

1. Has lack of compensation had an impact on your overall quality of living?
2. How can we get the communications out better to staff and from our VP or higher ups?
3. Are there any non-traditional benefits, like wellness programs, mental health resources, volunteer time-off, "learning" Fridays, that you would like to see? Do you have any ideas for a non-traditional benefit?
4. What issues on campus do you feel may help improve life for classified staff?

Thea provided an update on the Sector Leads meeting held recently.

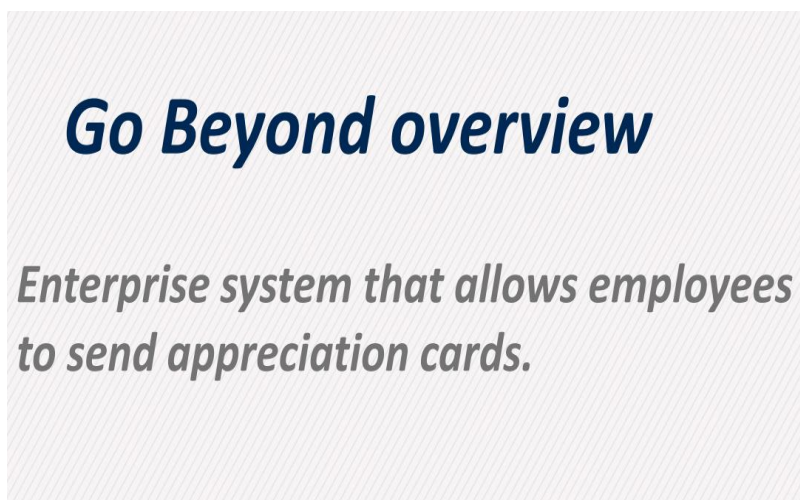
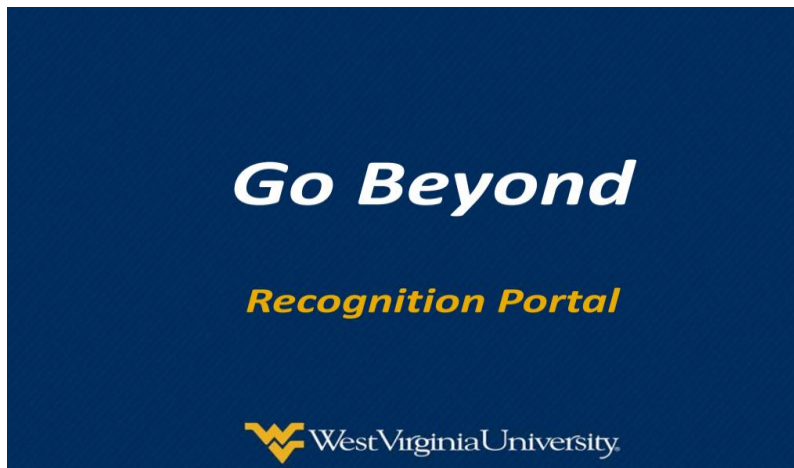
Each of the five sector representatives will meet on Zoom with their respective constituents during lunchtime to provide a better idea of what Staff Council is and meet their sector representatives. They are aiming for November.

Hidden Gems update:

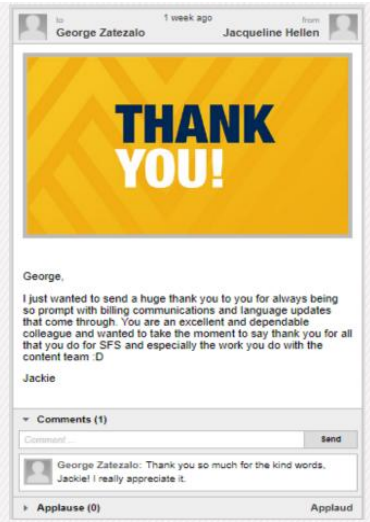
- Adventure WV will be the next feature
- Sarah and Thea will be meeting to discuss further

Go Beyond and New Recognition Tool Kit:

Sarah presented the new recognition tool kit to replace the Go Beyond recognition portal with a slide presentation.



Employees select e-Cards from a catalog and add personalized message
Notification email sent to both receiving employee and their supervisor
Cards are posted to a public wall



Challenges with Current Platform





- **Accessibility and User Interface:**
 - Google Lighthouse accessibility score of 57% (WVU sites require 100%)
 - Vendor will not offer a fix or solution for accessibility issues
 - Cost of system doubled with no additional features or accessibility solutions
 - Due to accessibility issues, WVU does not promote utilization
- **Utilization:**
 - July 2023 – July 2024: 3.4% overall card utilization
 - Users include regional campuses, Research Corp., and Residents

New Recognition Toolkit

- Recognition Toolkit will compliment WorkDay's Feedback functionality
- **Toolkit Includes:**
 - Digital and printable cards (ability to be sent, with a personalized message via text, email, as well as a print option)
 - Instructions on sending appreciation via Microsoft Viva Insights (system embedded with Teams)
 - Guide and training on understanding appreciation languages
 - Additional resources for everyday recognition

EXPLORE THE TOOLKIT

This toolkit was created to give staff and leaders practical, easy-to-use resources for recognizing contributions in meaningful ways.

			
Appreciation Languages Discover the four main ways people feel valued at work and find practical tips for connecting with colleagues in ways that matter most. Appreciation Languages	Everyday Recognition and Leadership Explore simple, everyday ways to show gratitude, learn how leaders can set the tone, and see how CliftonStrengths® can make appreciation more personal and impactful. Everyday Recognition and Leadership	Tools and Downloads From WVU's downloadable appreciation cards to Microsoft Teams' Viva Insights Praise tool, explore resources that make it easy to celebrate colleagues and acknowledge contributions in the moment. Tools and Downloads	WVU Impact Awards The WVU Impact Awards honor faculty and staff whose extraordinary contributions make a lasting difference in our community. Learn more about the program and view the award registry. WVU Impact Awards



Go Beyond Sunset: Next Steps

- Platform will no longer be available after October 31st
- LOD is connecting with “superusers” personally to show new toolkit and ensure all data from Go Beyond is captured
- SHRP’s sharing toolkit with leaders and employees
- ULT communication (10/8) and Enews announcement (10/13)
- Instructions will be provided on how to download personal cards from Go Beyond

**Questions: please contact Sarah Seime or
Leadership Organizational Development (LOD)**

- sdebasti@mail.wvu.edu or 304-293-3157
- LOD@mail.wvu.edu

President's Meeting

The President's Meeting is scheduled for Monday, October 20, 2025, beginning at noon, via Zoom.

Agenda items were determined as follows:

1. Would you like to share any feedback from your survey?
2. How will the implementation of Learner Org affect enrollment for academic year 2026-27?
3. Update on targeted compensation program. Are there other incentives that can be offered in lieu of compensation such as monthly trainings, using more time to volunteer, etc.

Adjournment

Motion to adjourn made by Thea. Brandy seconded. All in favor and meeting adjourned at 10:15 a.m.