



## Meeting Minutes

January 20, 2021 | 9:00 a.m. | Remote Meeting

*\*Excused*

Name	Title	Department	Present
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Hughes, Tiffany	Residence Life Specialist	SL Housing & Residence Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Mays, Eva	Library Associate	University Libraries	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Patrick, Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	No*
Stewart, Dianne	Program Assistant II	Undergraduate Admissions	Yes
Tennant, Amber	Director	T&C, Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Walls, Natalie	Assistant Director	T&C, Employee Relations	No*

### Also in attendance:

Rob Alsop, *VP for Strategic Initiatives*

Rocco Fucillo, *State and Local Relations Specialist*

Travis Mollohan, *Director of State and Local Relations*

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

### **Call to Order**

The meeting was called to order by Parliamentarian, Kevin Patrick, Jr., at 9:04 a.m., and a quorum was established.

### **First Business**

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

### **Treasurer's Report**

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported we now have our budget amount of \$4,610.00.

The beginning balance was \$4,237.23 with one expense of \$21.20 for the telephone.

That leaves an ending balance of \$4,216.03. We've spent 8.55% of our budget year-to-date.

Approval of Treasurer's Report motioned by Lisa. Angela seconded. All in favor and motion was carried.

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

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley did not have a report as they are scheduled to meet on January 26<sup>th</sup>.

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

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa did not have any new items to report. Their next meeting is scheduled for February 10<sup>th</sup>.

### ***Committee Reports***

### **Legislative**

By Michael Torries, *Chair*

Mike reported they met yesterday. They discussed communication efforts with Legislators this term. They agreed a printed flyer hand-delivered is not an option this year. The session will begin later this year on February 10<sup>th</sup>.

They decided on an ecard to distribute to Legislators which will include some points taken from the discussion today with the Government Relations group.

Kevin added visitors will not be allowed in the Capitol building without an escort from a Legislator or a member of their staff. A Zoom call is always an option.

### **Compensation**

By Angela Henderson, *on behalf of Terrence Dunson, Chair*

Angela is acting chair while Terry is out on medical leave. He did attend the meeting today.

She reported the committee met last week and discussed the possibility of working with Talent & Culture to create a survey to gauge where classified staff feels compensation is lacking; especially during the COVID-19 era.

She reached out to Rebecca Meyer, Assistant Director of Compensation, and Jaime Bolyard, Assistant Director of Compensation, and will meet with them later this week.

If anyone has any items to add to the survey, please send those to her.

Kevin shared Comcast is talking about the placement of data caps for additional fees. Most of his work goes through the VPN so his usage has gone up. He's wondering if the University could negotiate something for employees to not add data caps.

Shirley does not have internet at home but the University provided a MiFi for her to work remotely.

### **Tuition Assistance**

By Dianne Stewart

Dianne reported the committee approved some late applicants for the Spring semester Tuition Assistance. They had missed the deadline and with everything going on, they allowed them to apply.

### **Welfare**

By Dianne Stewart, *Chair*

Dianne reported she had the CS101 test links to a few individuals for the program she has been working on with Dr. Brian Powell for the Word, Excel, etc. training module.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Rep.*

Shirley has not been notified of an upcoming meeting but will contact Jennifer Fisher, Executive Officer and Assistant Secretary to the Board of Governors.

### **Transportation & Parking**

By Terrence Dunson, *Classified Staff Rep.*

Terry and Shirley have not received notification of an upcoming meeting and Terry hasn't received a reply from a previous email. Terry will try to contact Clement Solomon, Director of Parking Management.

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

By Michael Torries, *Classified Staff Rep.*

Mike received a report from the Compliance Officer last week and shared it with the group.

There was some confusion with the word 'interactions' on the report being the verbal warning has been removed. He will reach out to Rocco Fucillo who is head of the steering committee for further clarification.

### **Sustainability**

By Angela Henderson, *Classified Staff Rep.*

Angela reported they had another meeting this month and they're still focused on the survey for sustained energy use by the University which will be distributed to everyone by the end of the semester.

She addressed the issues that were previously given to her by the group:

- Biking – they are included in a survey with the city to address biking and pedestrian traffic
- Bike parking – all new and renovated buildings will have additional biking racks added
- Biodigester – that item is currently on hold but Engineering just submitted a large grant application for composting to be located at the farm and will work with Dining Services as a collective effort
- Merging recycling and garbage – they have not heard anything but you can direct issues to Traci at [traci.knabenshue@mail.wvu.edu](mailto:traci.knabenshue@mail.wvu.edu) or [sustainability@mail.wvu.edu](mailto:sustainability@mail.wvu.edu)
- WVU's tree designation was renewed

### **Old Business**

With regards to the nominee for the Staff Council Election Committee, Mike reached out to a coworker, Albert Taylor, Jr., an Academic Lab Manager III in Chemistry and a classified staff employee for 29 years, who accepted the nomination.

Kevin shared that per our bylaws, we need a two-week notice period; the nominees need to attend the next Staff Council meeting and a majority vote installs them for two years. This will be addressed during the February meeting.

Melanie asked about the issues with the new employee onboarding process that Joan had brought up during last month's meeting. Amber did not have an update today but will reach out to Lisa Sharpe, Director of Shared Services.

Melanie also inquired if Campus Ministries has acquired a director to sign the check for the Hearts and Hands applicant who had a house fire last summer. Lisa relayed there were multiple conversations but no resolution yet. The funds come from the WVU Foundation and they had gone through Campus Ministries to avoid any tax for the recipient but we probably need to move on.

It was proposed that once a payment amount is determined, we would go to our Tax Services to calculate how the recipient is having their taxes withheld and increase that amount by that much.

Shirley offered to check into the issue with Campus Ministries.

Amber relayed that the results from the Remote Work Pulse Survey are in and gave a summary of the results. That information can be found at <https://enews.wvu.edu/articles/2021/01/29/wvu-remote-work-pulse-survey-results-and-next-steps>.

More information will be going out via ENEWS regarding the upcoming performance review process. The timeline for that process is as follows:

- The pre-review will begin February 1<sup>st</sup> and close on the 12<sup>th</sup>
- First level supervisors can begin working on those once they receive the pre-review from the employee
- That review will close on March 5<sup>th</sup> and go to second level supervisors
- Reports go to deans and VP's
- Supervisors can conduct performance review discussions from March 27<sup>th</sup> through April 21<sup>st</sup>

We are accepting Staff Emeritus applications up until the next Staff Council meeting and will be voting/approving those applicants.

### **New Business**

Some employees have received information regarding the Incentivized Phased Separation Plan. They conducted a retirement survey back in October and based on that feedback, Talent & Culture developed this new program. More information can be found at <https://talentandculture.wvu.edu/incentivized-phased-separation>.

Amber announced she will be transitioning to a new role within Talent & Culture as the Director of HR Partners model. Natalie Walls will likely serve as the ex-officio member on Staff Council.

### **President's Meeting**

The President's Meeting is scheduled for Monday, January 25, 2021 at noon, via Zoom. Items on the agenda were determined as follows:

- The University's plan for remote work options going forward
- Vaccination efforts by the University
- Thoughts on the new federal administration as well as new education leadership and the direction of higher ed
- The new administration is discussing a \$15/hour federal minimum wage. How would that affect the University's pay scale?

### **Adjournment**

Charlene motioned to adjourn. Angela seconded. All in favor and meeting adjourned at 11:20 a.m.