



Monthly Meeting

November 17, 2021 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | Zoom

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
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	Yes
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	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Nichols, Melanie	Supervisor Campus Services	Auxiliary/Operations	Yes
Patrick, Jr., Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	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	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

*Excused**

Guest Speakers: Donald Barnes, *Assistant Director, LOD*

Kelsie Kittle, *Senior LOD Consultant, LOD*

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:15 a.m. and a quorum was established.

First Business

Approval of October minutes motioned by Tammy. Melanie seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$3,505.85 with the following expenses:

-\$105.27 (benchmark YOS certificates project)

-\$21.20 (telephone)

= \$126.47 total expenses

That leaves an ending balance of \$3,379.38. We have spent 27% of our budget YTD.

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

Chair's Report

By Michael Torries, *Chair*

Mike had a brief report. He had a few meetings with Donald Barnes, Assistant Director, LOD, and Kelsie Kittle, Senior LOD Consultant, LOD, regarding the Art of Advocacy training they will be providing today.

He thanked everyone for all their hard work on their committees during this peak time of the semester.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they met on October 25th. They discussed several items such as job codes and are trying to continue to have institutions use the proper job code.

They asked for more information regarding policy review and how commission or council is looking at institutional policies. General counsel is working on this.

Most institutions that have annual and sick leave use Chronos. At Concord and BlueRidge, it was found that if a person was Full Time Equivalency (FTE) 1.00, they have a specific annual leave accrual and sick

leave accrual and if a person was below FTE 1.00; they were still accruing the same amount as a person with FTE 1.00. Their CFOs were sending out emails informing people to look at their paystubs as it may differ from what is being shown in the system.

They also had committee reports and received information from Bob Long and how to meet with different legislators. She will forward that information to Kevin.

They are also doing a survey of demographic, awareness, and participation and will be sending to the Staff Councils to complete it.

Board of Governors (BOG) Report

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they met on October 28th and 29th and discussed some voting and non-voting items.

The College of Education and Human Services and College of Physical Activity and Sport Sciences are combining to make the College of Applied Human Sciences. The two existing colleges will no longer exist after Spring. They are currently conducting a dean search and the new college will start in Fall 2022.

They discussed the programs that the provost teams recommended for sunseting. There were approximately 15 programs. One of them was given an extension of two years. Some programs will be discontinued, and some will be combined.

They approved a 30-day comment period on the 2022 ten-year campus development plan.

The IT system will be getting an upgrade over the next few years.

They are bringing back the Alumni Association into the University. They were a separate entity.

Their next meeting is scheduled for December 17th as a one-day meeting.

Committee Reports

Legislative

By Kevin Patrick, Jr., *Chair*

Kevin reported the final maps for the Congressional, House, and Senate redistricting are complete. You can view those on the legislature's website.

Legislature passed a law during the special session that would allow for medical and religious exemptions to employer-based vaccine mandates, effective January 2022.

Compensation

By Angela Henderson, *Chair*

Angela reported she met with the Salary Review Committee. They have begun the groundwork for the parameters for the merit-based program. Once those parameters are established, they will present to Staff Council before it is announced.

They plan to discuss inflation concerns during their quarterly meeting with the Compensation Administration.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported they have been working on several items but due to the time constraint, they will table reporting those items until next month's meeting.

She advised the group to read over the documents in the Tuition Assistance Committee files in Teams.

Welfare

By Tammy Blake, *Chair*

Tammy reported the coat drive is going well. The benchmark YOS certificates were sent out by Janelle. She will survey her committee members to determine a date to meet.

Student Retention Ad-hoc Committee

By Peggy Runyon, *Chair*

Peggy reported she emailed people she previously worked with regarding student retention and is awaiting responses.

Those contacts had set up a game night recently with freshmen, but she was not aware they were doing that.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported she has been in contact with the Red Cross. There will be blood drive at St. John University Parrish on January 31, 2022, from 10:00 a.m. to 3:00 p.m. She will need a few volunteers to help staff the table.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley did not have anything to report.

Sustainability Committee

By Angela Henderson, *Classified Staff Rep.*

Angela reported they met recently and is still awaiting the minutes from that as she could only attend the last half of the meeting.

Delegate Evan Hanson spoke during the first half of the meeting, and he would like to see more hydropower projects come from the lock and dam.

Nikki Byrne-Hoffman, Academic Laboratory II, Biology, and member of the WVU food garden, shared they donated a few thousand pounds of food to The Rack and a few other pantries in the area. She is working on a composting project on the Evansdale campus. Someone donated a bike to transport the compost. They are also reaching out to HSC to see if the same process can be set up with the food courts at the hospital.

They discussed their committee set up and elected a new chair, Ann Grossman.

They also discussed the ten-year plan and are developing a statement.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike received the Compliance Officer's report recently and will send out to the group.

Parking

By Peggy Runyon, *Classified Staff Rep.*

Peggy reported she is in the process of setting up a meeting with the Parking Department and UPD to talk about the intersection of the new entrance to the HSC on Chestnut Ridge Road.

New Business

Tammy suggested possibly following a stricter Robert's Rules of Order to allow everyone a chance to speak by raising their hand first and limiting their speaking time. Mike will take the lead on that to ensure the meetings run more smoothly and orderly.

President's Meeting

The President's Meeting is scheduled for Tuesday, November 30, 2021, beginning at 1:00 p.m. via Zoom. There were no pressing items during this time, so the group agreed to cancel it.

Adjournment

Lisa made a motion to adjourn the meeting; Melanie seconded it. All in favor and meeting adjourned at approximately noon.