



## Monthly Meeting

**March 20, 2024 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | 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.*

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Barclay, Anne	Assistant Accountant	Shared Services	Yes
Browne, Thea	Administrative Assistant Senior	University Libraries	No*
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	Yes
Lemine, Matthew (Brett)	Trades Specialist I	Auxiliary Maintenance	No*
Richards, Tim	Piano Technician Senior	College of Creative Arts, Music	Yes
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	Administrative Assistant	WRC and LGBTQ+ Center	Yes

*\*Excused*

**Also in Attendance:** Brian Sherry, *Postal Worker II, Auxiliary Mail Services*  
 Holly Leleux-Thubron, *University Communications Specialist Sr, UR*  
 Michael Torries, *Environmental Health & Safety Specialist, EHS*  
 LaDawn Weaver, *Program Assistant I, Engineering & Mineral Resources*  
 Treasure Barberich-Wyckoff, *Administrative Assistant, Arts & Sciences*

**Guest Speakers:** Rebecca Meyer, *Director, Compensation Administration*  
 Jaime Bolyard, *Assistant Director, Compensation Administration*

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

### **Call to Order**

The meeting was called to order by the chair, Shirley Robinson, at 8:17 a.m. and a quorum was established.

### **First Business**

Approval of February minutes motioned by Jodi. Tara seconded. All in favor and motion carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$1,619.03 with one expense of \$21.20 for the telephone. That left an ending balance of \$1,597.83.

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

### **Chair's Report**

By Shirley Robinson

Shirley reported she attended the March 4<sup>th</sup> Faculty Senate meeting.

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

By Jodi Vincent, *Classified Staff Council Rep.*

Jodi did not have a report.

Shirley asked her to share the agenda with the group from their March 8<sup>th</sup> meeting.

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

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley reported they met on February 23<sup>rd</sup> and primarily discussed IT issues, finances, and improvement.

The Undergraduate Research Office gave a presentation which highlighted three individual students' work they are doing. Their presentation was outstanding, and the Board agreed that we should spotlight what the students are doing throughout the state. This would benefit our recruitment efforts.

There are two BOG Rules out for public comment: Campus Carry Rule, WVU's response to the new state law; the second one is related to employee leave to ensure our practices comply with federal laws. The

first change being proposed to that Rule will be in accordance with the FMLA, ADA and other federal and state laws. Secondly, any employee who does not return leave or fails to comply with requests of the University for medical documentation will be considered they have resigned which reduces the liability and less of an impact on employee's future job prospects.

The Board approved the naming of a street on the Evansdale Campus after former women's basketball coach, Kitty Blakemore, who was a pioneer for WVU women's basketball. She passed on but her family and friends attended in her honor.

The Board is beginning to establish the process that will be followed for the hiring of the next President of WVU. During a special meeting on March 18, the Board approved a notice of proposed rulemaking for the BOG Rule 1.3 - Presidential Selection, Contracts and Evaluations. The new Rule outlines the guiding principles for the selection, employment, and evaluation of the University President. There is a 30-day public comment period beginning March 19 and will continue through April 18.

### ***Committee Reports***

#### **Legislative**

By Jay Bucklew, *Chair*

Jay reported the legislative session ended. The only bill that Government Relations were concerned with was the DEI bill which died at the end of the session and did not move forward.

An item was put out on Friday which stated a \$2 million dollar grant had been approved in the legislature for research on Alzheimer's and addiction after the 60 Minutes episode which featured the Neurosciences Institute. Governor Justice vetoed that bipartisan bill once it got to his desk. He is curious to see how they proceed with that.

#### **Compensation**

Quarterly meetings with Compensation Administration should be resuming once they speak to the group today.

#### **Tuition Assistance/Scholarship**

By Dianne Stewart, *Chair*

Dianne reported they did not meet this month, but she has notified the scholarship office of updates from their last meeting.

The deadline to apply for summer term is April 1.

### **Welfare Committee**

By Paul Castner, *Chair*

Paul did not have anything to report.

### **Athletic Council**

By Shirley Robinson, *Classified Staff BOG Rep.*

Shirley said they have not met. There is a national search for a new men's basketball coach.

### **Blood Drive**

By Dianne Stewart and Michael Joplin, *Coordinators*

Mike reported they booked the ballroom in the Mountainlair for August 30 from noon to 6 p.m. for the blood drive challenge with Penn State.

### **Sustainability**

By Annie Barclay, *Classified Staff Council Rep.*

Annie was unable to attend the meeting.

Shirley added that WVU is now recognized as a Bee Campus affiliate of the nation.

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

By Diana Savage, *Classified Staff Council Rep.*

Diana was unable to attend the meeting.

### **Student Retention Ad-hoc Committee**

By Shirley Robinson, *Chair*

Shirley reported the SGA has selected a new student body president and vice president.

Charlie Long, a political science and philosophy dual major and member of the Honors College is the new president. Serving as vice president is Abigail Browning, a psychology major.

Shirley plans to have them come in and talk with the group.

## ***Coffee and Conversation***

### **Compensation Update**

Rebecca Meyer, *Director, Compensation Administration*

Jaime Bolyard, *Assistant Director, Compensation Administration*

Rebecca and Jaime provided a slide show presentation of Compensation updates.

Compensation's key responsibilities:

- Create and maintain a structure of job titles and pay for all classified and non-classified employees
- Analyze position reviews, salary change requests and postings
- Provide guidance to assist leaders with compensation decisions
- Research the market and best practices in higher education
- Advise on policies, FLSA, laws and regulations

They provided the steps for the compensation review process that involves the unit; Compensation; Central Review; and Shared Services.

The steps for compensation adjustments:

- Position review – at least 25% of duties have changed
- Market adjustment – placement within pay range is not consistent with external market data or instances with high turnover or lack of qualified applicants
- Critical Retention – retention of employee that holds a critical position involving unique skills or hard to fill
- Interim Adjustment – when the responsibilities of another vacant position at a higher level are given to a qualified employee to perform the duties on an interim basis (longer than one month but less than twelve months)
- Merit Increase Program - designed to reward employees' performance and not considered a cost-of-living adjustment

Michael shared concerns given to him from his group in the Physical Plant such as the compression issues and lack of a livable wage. Shirley added that she also brings that to the table during BOG meetings.

### **Old Business**

During last month's meeting under New Business, Shirley proposed an ad-hoc committee to be called STAAF. It was agreed that two weeks would be given to vote over email. On March 18, an email from Janelle went out to poll the group whether they want to create the ad-hoc committee. Jodi feels that was not consistent with the agreement during the meeting.

There was discussion about how this initiative falls under the Welfare Committee. April 1 will be the deadline for voting over email.

### **New Business**

Today is WVU's Day of Giving, and we are again participating in it to supplement the Scholarship program. Our webpage features three individuals who have used or are using the program to get their degrees.

### **President's Meeting**

The meeting is scheduled for Tuesday, March 26 beginning at noon via Zoom. Items for the agenda are as follows:

- Does WVU anticipate when they expect full attrition of Classified employees?
- Updates on Davis College; Extension; CAC; and Media

### **Adjournment**

Dianne motioned to adjourn. Annie seconded. All in favor and meeting adjourned at 11:29 a.m.