



## Monthly Meeting

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

*Excused\**

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	Supervisor Campus Services	Auxiliary/Operations	No*
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	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	Program Assistant	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

**Guest Speakers:** Cris DeBord, *VP for Talent & Culture*

Maria Mancini, *Director, LOD*

Donald Barnes, *Assistant Director, LOD*

Brent Bunner, *Assistant Director, University Relations*

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

### **Call to Order**

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

### **First Business**

Approval of August monthly meeting minutes and the minutes from the August 30<sup>th</sup> special meeting motioned by Peggy. Brian seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported we received our FY budget of \$4,610.00. She reported a beginning balance of \$4,123.38 with the following expenses:

-\$21.20 (phone)

-\$100.00 (photography)

-\$0.79 (printing/copying)

= \$121.99 total expenses

That leaves an ending balance of \$4,001.39. We have spent 13.21% of our budget YTD.

Janelle was notified by Procurement that her laptop order, along with several others, were not processed by Dell due to a system change error and they were not notified of the issue. Janelle will proceed with the purchase of a laptop for Staff Council business. Lisa offered to assist her with that.

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

### **Chair's Report**

By Michael Torries, *Chair*

Mike reported the issue of the vaccine mandate came up fast within the University. He thinks it was a good stress test of the system – we obtained classified staff emails, had a special meeting, and sent out a climate survey to staff. He's very proud of everyone's efforts. He thanked Danielle for creating the survey as well as Sarah for providing the list of classified staff emails.

A classified staff employee reached out to him regarding some issues with their supervisor. He directed that person to Talent & Culture and has not heard back from them so he is hoping that situation was resolved.

He, along with Lisa and Kevin met with a few members of Faculty Senate: Dave Houser; Scott Wayne; Ashley Martucci; and Emily Murphy, to discuss if we wanted to make a joint statement/resolution.

There were some issues with their meeting time and ours, so they decided to do the best to act as a unified voice even though at the time he was unsure what our stance would be. The climate survey then followed that week.

The Executive Committee met yesterday to discuss a Hearts and Hands application that was received. The classified staff employee had extreme circumstances out of their control. They decided to approve the employee for the maximum amount of assistance of \$500. Shirley is working with Campus Ministries and WVU Foundation to ensure the check is delivered to the recipient.

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

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they had a special election to vote for their new secretary which will be Chris Gray.

ACCE members chose which committees they would like to serve on.

They had a legislative discussion and will determine five questions to present to the chancellor.

Their next meeting is scheduled for September 17, 2021 at Concord University.

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

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they had a brief meeting last month regarding updates on a few projects on campus including the Coliseum paving and lights.

Their committee meetings will be held tomorrow, September 16<sup>th</sup> followed by their regular meeting on Friday, September 17<sup>th</sup> around 10:45 a.m. The link is posted on the BOG website.

### ***Guest Speakers***

#### **Waggl & Spring 2022 WVU Culture Survey**

Cris DeBord, *VP for Talent & Culture*

Maria Mancini, *Director, LOD*

Donald Barnes, *Assistant Director, LOD*

Brent Bunner, *Assistant Director, University Relations*

Cris explained Senn Delaney is the company they have been using for their culture surveys for the last five years. After examining their needs, they would like something more refined and detailed. There is a new platform with Waggl that they will use going forward. They will choose from a bank of questions and will be forming focus groups.

Maria added the survey questions are designed around helping them obtain information about culture and engagement. Brent facilitated a PowerPoint presentation while Maria explained their goal of the survey.

As with the remote work survey that was done previously, the Waggl pulse survey will be that same platform. You can take it on your phone. It will have 14 questions and take around 5-6 minutes to complete. They will also get the results in real-time.

Donald added they need to determine the two week time period for the culture survey but it will be in the Spring of 2022. During the first week, the Executive Leadership Team (ELT), HR partners and the Leadership and Organizational Development (LOD), as well as a few Waggl administrators, will have access to the real-time results. Beginning with week two, people-leaders and all faculty and staff will have live access to the survey results.

They currently have over 40 focus groups planned and will begin in late September through October. The participants will be able to take the survey and provide feedback.

They will require assistance from leaders for maximum survey participation.

A second culture survey is planned for Fall 2022.

After their presentation, a few members thought of some questions. Mike advised the group to email him with any questions and he will follow up with LOD.

To assist with survey participation, we will add it to our website and encourage others to complete it.

Jude suggested that Staff Council should poll classified staff. He will think of some questions to bring back to the group. Brian added we could utilize the data from Talent & Culture's survey that only pertains to classified staff and base the questions from it.

Mike received an email from Donald thanking the group for their time. Staff Council members may receive a focus group invite from the random draw in their division. If a member is not selected in the random draw, he will be happy to give them first choice in the open invite focus group sessions.

## ***Committee Reports***

### **Legislative**

By Kevin Patrick, *Chair*

Kevin reported the Legislature is going to be redistricting in October. They are currently having meetings around the state. It will be treated like a regular bill; the whole body may choose to accept or reject it. That likely won't happen until after the first of the year during next session.

During interims this week, Rob Alsop, VP for Strategic Initiatives, gave a COVID update.

He checked the meeting minutes from the PEIA standing committee on education and they did not contain any informative content. The joint standing committee on education discussed mask mandates in higher ed.

The Legislative Committee contacted WVU Tech and Potomac State for their Staff Council information to include them in the legislative brochure. Tech's Staff Council chair had to step down due to accepting a non-classified position so an election will be taking place for that seat. Kevin does have communication with the secretary.

He reached out to Ashley Martucci, Faculty Senate Chair, about staff/faculty collaboration.

They are still taking recommendations for updates to our bylaws. That file is located in our Teams.

Action items for the coming month:

- WV Senate requested all agency bills be given to them by December 1<sup>st</sup>
- Continue the channel of collaboration with Faculty Senate
- Working with the branch campuses
- He will extend an invitation for a non-classified staff member to sit on our Legislative Committee
- They will schedule their next committee meeting within a few weeks

Lisa added the printing deadline for the legislative brochure is September 29<sup>th</sup>. They are discussing a visit to the Legislature in November.

## **Compensation**

By Angela Henderson, *Chair*

Angela reported they had their quarterly meeting with Rebecca Meyers, Director, Compensation Administration along with a new team member, Janelle Friedline, Compensation Specialist Senior, as Jaime Bolyard, Assistant Director, Compensation, was not able to attend.

They discussed salary ranges and the new entry level rate for classified employees who fall under pay grades 6-8. Those employees received an increase to a minimum of \$12 per hour or a 7% increase, whichever was higher, effective August 1, 2021.

Pay grades 6-8 were the most effected and are now collapsed into one pay range. That consolidation of paygrades affected around 220 employees.

Pay grades 9-10 had only five employees affected by the change and were also brought up to \$12/hour.

The merit program will be a small, targeted program. They are still uncertain how much money they will have for that. They will be creating a salary review committee to create guidelines. There will be Campus Conversations addressing the program details.

They took the ideas Staff Council and the Compensation Committee presented to them over the last six months regarding ways to compensate those employees who remained on campus during the pandemic to senior leadership. There is a new group focusing on recruitment and retention that will look more in depth at these ideas.

They are looking at updating job families and those changes will be implemented in 2023.

With regard to cost of living increases, the University prefers to give raises based on performance and to raise employees' pay grades within their 90%-110% compa ratio.

Eva Mays, Library Associate, University Libraries, and former Staff Council member agreed to serve on our Compensation Committee.

Send Angela any questions to bring to their next meeting.

### **Tuition Assistance**

By Michael Torries, *on behalf of Joan Crabtree, Chair*

Joan emailed him with her report as she could not attend. She apologized but has a new position and is doing two jobs until her previous one is filled.

Mike reported there were 24 applicants for the Fall 2021 Tuition Assistance with 23 awarded; one declined the award.

The deadline for Spring 2022 Tuition Assistance is November 15<sup>th</sup>.

Nan will work with Joan to determine action items and to schedule a committee meeting.

### **Welfare**

By Tammy Blake, *Chair* and Darlene Manley, *Co-Chair*

Tammy reported they were scheduled to have their first meeting on September 9<sup>th</sup> and had attempted to but due to her being on vacation out of state and trying to do it over her phone, and the link was not working for some, they could not meet.

She asked the committee members to email her with dates/times of availability.

She spoke with Scott Crichlow, Faculty Senate Welfare Committee Chair, who welcomed them to attend their committee meetings and provided upcoming meeting dates.

Darlene attended their August 31<sup>st</sup> meeting. She shared they have the same concerns as us. The vaccine mandate proposal has been a topic of discussion.

Faculty is facing challenges with the new school year with the ongoing pandemic. Communication with administration for complete information is lacking. Masks are mandated in the classrooms but they are not always available. There are concerns with online instruction and if there were plans in place if that situation arises. They also talked about plans for allocation of office space for faculty.

Some items that will be addressed in upcoming meetings will be a twelve-month pay cycle and access of the Rec Center. They feel there should be a discount for faculty and staff.

Mental health resources that are available to students should be available to faculty and staff. Faculty and Staff Assistance Program is limited.

Mike shared he was asked by Courtney Weaver, Director of WellWVU, if Staff Council could assist with promoting a survey. They received funding from the Office of Health Promotion & Wellness to conduct a survey about wellness of employees at the University. She'll follow up with definitive deadlines.

Amy Sidwell, Director of Health Promotion & Wellness, also contacted him about promoting the BreatheWell tobacco cessation program that will be overseen by Judy Siebart, Clinical Director of LiveWell.

Danielle added the Dental School has a tobacco cessation program offered University-wide.

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

By Peggy Runyon, *Chair*

Peggy reported the committee is on hold. She will be reaching out to Talent & Culture for further information.

### **Blood Drive**

By Dianne Stewart, *Coordinator*

Dianne reported she has not yet been contacted by the Red Cross. There is a new contact person. They may be holding off right now due to COVID numbers. She'll reach out to them to be sure her contact info is on file.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not scheduled another meeting.

### **Sustainability Committee**

By Angela Henderson, *Classified Staff Rep.*

Angela reported they met on Monday, and she uploaded those minutes to our Teams files.

Shawn Grushecky talked about a pilot program for composting in conjunction with Dining Services, Office of Sustainability, WVU Planning, and WVU Greenhouse beginning this semester.

Traci Knabenshue, Director, Office of Sustainability, talked about the lumber sale from the trees that were cut down due to safety reasons. They will use those funds for equipment and tree plantings on campus during the Fall.

The reusable dining hall containers program has been implemented and used by 1000 out of 4000 meal plans.

They wrote a grant for a campus connector trail, or President's Trail from 8<sup>th</sup> Street up to the Blaney House. The trail exists currently but is very steep so they want to make it ADA accessible.

They recycled 5 tons of hardback books which they do twice a year along with 17 tons of dorm and apartment furniture during the summer. Furniture from Chitwood Hall has been redistributed. Non-profits can take what's left before disposing the rest.

They are piloting a tailgate recycling effort.

They recycled 13 tons of cardboard after move in.

Fleet reduction is ongoing with 15 vehicles reduced so far.

There is a new facilities director at HSC who started a sustainability group who will meet twice a month.

There were two RFPs related to sustainability over the summer – stream conservation on WVU Farm and for an energy consultant in regard to steam and possible renewable energy for WVU.

HSC planning process started with sustainability goals drafted in those plans. Auxiliary and Business Services are included in this. Rob Alsop, VP for Strategic Initiatives, will also include an IT component. This committee and other groups will have the opportunity to comment.

Goals of the committee include how to improve our Sustainability Tracking, Assessment & Rating System (STARS) rating.

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

By Michael Torries, *Classified Staff Rep.*

Mike reported he had sent the Compliance Officer's report to the group yesterday. An item in the report stated the Compliance Officer did not patrol for the first two weeks of classes because he was on mask patrol. Mike asked Rocco Fucillo, who heads the steering committee, and he was unaware that he was asked to do that. As an additional duty, the Compliance Officer was asked to assist in reminding students of the mask mandate on transportation as ordered by the Transportation Security Administration (TSA).

### **Parking**

By Peggy Runyon, *Classified Staff Rep.*

Peggy reported they have not met. Email her any items to discuss.



### **New Business**

Nan and Jude were going to talk about the open meeting law; however, time did not allow them to do that. They will present that during next month's meeting.

The group needed to decide on a statement regarding the results of the poll concerning the mandated FDA approved vaccine as a condition to work at WVU.

Tammy presented a statement to the group: We know there is concern about the University possibly mandating the COVID-19 Vaccine. According to a poll that was recently sent out, there is a division on mandating the vaccine. We, as your representatives, believe we cannot at this time support a mandate, though we greatly urge staff to get the vaccine.

Kevin motioned that Staff Council releases the results of the poll taken last week and makes a statement that while we support and encourage sound medical choices (including vaccination when appropriate) we oppose mandates, and more especially those as a condition of employment made after the fact. Additionally, that we authorize the executive committee to draft and release a public statement to that effect.

Lisa seconded.

After discussion, the group voted on Kevin's statement. The motion failed.

Angela presented a statement : As seen by our recent poll, a mandate is popular within a small majority of the staff population. However, based on comments, there is also support for the vaccine in those who do not wish to see a mandate. Given this information, Classified Staff Council strongly encourages all staff members to get a vaccine to both protect their own health and the health of our community. As the situation in our state becomes more dire, it is important to protect yourself now. If you have fears regarding the vaccine, please contact your doctor as they can help you make the best choice for your own medical situation. Classified Staff Council will continue to support all staff and help them navigate any new challenges that may arise as the pandemic continues.

Jude motioned for it and Tammy seconded.

After discussion, the group voted on Angela's statement. The motion was carried.

The statement will be posted on our website and released to ENEWS.

### **President's Meeting**

The meeting is scheduled for Monday, September 20, 2021 beginning at noon, via Zoom.

The group could not determine any urgent items at the time of the meeting. Mike advised if anyone has any items, to please email those to him before noon tomorrow.

### **Adjournment**

Tammy motioned to adjourn. Brian seconded. All in favor and meeting adjourned at 12:08 p.m.