



## Monthly Meeting

**September 18, 2024 | 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.*

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Castner, Paul	Trades Specialist II	Auxiliary/Maintenance	No*
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	No*
Lemine, Matthew (Brett)	Trades Specialist I	Auxiliary Maintenance	Yes
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	Yes
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	No*

*\*Excused*

**Also in Attendance:** Holly Leleux-Thubron, *University Communications Specialist Senior, UR*  
 Treasure Barberich-Wyckoff, *Office Administrator, Arts and Sciences*

**Coffee and Conversation:** Traci Knabenshue, *Director, Sustainability*  
 Stephanie Toothman, *Conservation Specialist, Sustainability*

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

### **Call to Order**

The meeting was called to order by the chair, Shirley Robinson, at 8:26 a.m. and a quorum was established.

### **First Business**

Approval of May minutes motioned by Joan. Brett seconded. All in favor and motion carried.

Approval of June minutes motioned by Joan. Brett seconded. All in favor and motion carried.

Approval of July minutes motioned by Dianne. Brett seconded. All in favor and motion carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported we do not yet have our new budget.

### **Chair's Report**

By Shirley Robinson

Shirley reported she attended the Faculty Senate meeting recently.

She attended a function with [Project 168](#) along with coaches and students. They are still looking for individuals to serve as coaches. If interested, send her an email and she will forward it to Anna Riddle, Program Coordinator, Student Life.

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

Jodi could not attend the meeting as she was attending the ACCE meeting. Shirley reached out to Jenna Derrico, the chair of the ACCE, for any updates and she provided the following:

The ACCE elected officers for the year:

- Jenna Derrico is the chair
- Amy Pitzer is the vice chair
- Jodi Vincent is the secretary

The meeting schedule for 2024-25 is posted on the ACCE [website](#).

They met with Chancellor Tucker and she shared information about meetings with the Department of Education about FAFSA rollout. The DOE is unable to release the 2024 FAFSA by October due to issues with the FAFSA this year and does not have a timeline yet for correcting them.

The state responded to challenges by creating an emergency grant for students and the HEPC extended deadlines as well as were laxer with certain requirements for state-funded aid programs.

The Chancellor discussed the performance-based funding model that HEPC used this year for budget recommendation to the Legislature. It covered all but the inflationary increase.

The Senior Director of Research provided the group with more information on the funding model, stressing that schools are not competing with each other for funding, but rather are being compared to their own performance.

Patricia Humphries gave a Human Resources update:

- On July 1, 2024, there was an increase in salary threshold needed to exempt employees from Fair Labor Standards Act (FLSA) overtime requirements and another increase is set for January 2025.
- The HEPC continues to work with schools to assign job codes to positions that were still using “Z” codes prior to the current classification and compensation model.
- Vice Chancellor Humphries and Director of Classification and Compensation, Taran Wolford, continue to work with consultants on the salary market study.
- Staff must remember they have the option to appeal their classification (with the exception of WVU).

Kristin Boggs, Legal Counsel for HEPC, provided Open Meetings Law training to the group and covered some questions regarding Campus Self Defense Act.

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

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley reported she attended a special BOG meeting on September 5. The regular meeting is scheduled for Thursday and Friday.

### ***Committee Reports***

#### **Legislative**

By Jay Bucklew, *Chair*

Shirley reviewed the charges of the committee per the bylaws. The committee has been working on updating the bylaws for some time, but Shirley stated that is not one of their charges. She asked Jay to submit the draft to her; she will share it with the Executive Committee; break it up into sections; and send it to the committee chairs to review and propose any additional changes.

Tara motioned to table this discussion and have an Executive Committee meeting to decide how to move this forward, bring it to Council next month and vote on which direction we want this to go. Jay seconded. All in favor and motion carried.

Jay reported they met on August 23 and are currently in Section 7 of the bylaws review. Shirley asked him to send that to her to share with the Executive Committee.

### **Compensation**

Shirley reported we are in the process of scheduling the quarterly meetings with Compensation Administration and had asked members to provide their availability recently.

She reviewed the charges of the committee.

### **Welfare and STAAF**

Shirley reviewed the Welfare committee charges.

The (STAAF) Service, Training, Appreciation, Advocacy, Fellowship ad-hoc committee has sent out a survey to gauge what activities staff would be interested in. This committee is available to classified and non-classified staff, and faculty.

This ad-hoc committee will spearhead events throughout the academic year to promote staff development and fellowship for classified staff and open to the University community as a safe place to discuss concerns or plan outings such as a WVU athletic event or bowling. Some ideas may overlap with the Welfare Committee, but it will be determined who will take the lead.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Council Rep.*

Shirley reported they have not met.

### **Blood Drive**

Shirley reported the blood drive competition with Penn State which was held on August 30 was successful, even though we did not win – we lost by six pints of blood donations.

### **Sustainability**

This committee meets with the Faculty Senate Sustainability Committee and keeps Staff Council informed of the University's sustainability plans and goals in support of WVU's efforts to promote a more sustainable future.

The Classified Staff Council representative seat is currently vacant. Shirley asked those who are interested to let her know.

### **Staff Council Scholarship (Tuition Assistance)**

By Dianne Stewart, *Chair*

Dianne reported there were two additional employees that were added to our total for the fall 2024 semester.

Thirteen students were awarded, \$15,639 paid out. Fifteen were allotted for the fall semester.

Shirley reviewed the Scholarship Committee (Tuition Assistance) charges per the bylaws.

### **Student Retention**

By Shirley Robinson, *Chair*

This committee collaborates with the Student Government Association (SGA) to foster ways to help with student retention. Last year, they participated in round table discussions, New Student Orientation (NSO), and Welcome Week.

The SGA president proposed a joint effort to hold a clothing drive for students along with the coat drive.

They talked about another game night with SGA and Staff Council. This took place several years ago and it was enjoyed by all.

### ***Coffee and Conversation***

### **Sustainability Goals**

Traci Knabenshue, *Director, Sustainability*

Stephanie Toothman, *Conservation Specialist, Sustainability*

Traci and Stephanie agreed to provide more information about what Sustainability does with a slide show presentation.

They have draft [sustainability goals](#) that are out for public comment at the moment.

Sustainability on Campus Matters:

- Large institutions have an impact on the environment
- Educating the generation who will be facing these issues
- Makes WVU a safer and cleaner place to learn and work
- Can positively impact the bottom line
- Higher education polls have shown that parents and prospective students consider this issue

#### Milestones:

- Transitioned to single-stream recycling and implemented processes for recycling surplus equipment, furniture, electronics and documents (recycled over 900 tons the last fiscal year)
- Eliminated trays in dining halls, discontinued Styrofoam and switched to biodegradable to-go containers
- Completed energy-efficient upgrades in over 70 buildings across all three campuses, saving over \$35 million and reducing 600 million pounds of greenhouse gas emissions

#### Goals Benchmarking:

- Surveyed faculty, staff and students before the pandemic to assess sustainability awareness and priorities
- Achieved a Silver rating on the [STARS](#) report card in 2021, benchmarking against over 300 institutions
- Evaluated over 20 peer institutions with similarities, including square footage, research and medical centers

#### The Goal categories listed on their website are:

- Reduce Waste
- Protect Land and Water
- Lower Emissions

#### Timeline:

- Week of September 9 – proposed goals released to campus community for feedback
- September 9-20 – feedback collected from online survey
- Early to Mid-October – feedback analyzed, and goals changed accordingly
- Late October – goals finalized and released to campus community

#### **Old Business**

Regarding the PUMP Act, Sarah was informed that Amber Tennant, Director, Talent and Culture and Mike Spooner, Senior Associate General Counsel, have been working on this. They have sent language and asking further recommendations from Leslie Towers, in the Women's Resource Center.

#### **New Business**

Sarah provided an update on the action items discussed at the Staff Council retreat. One item referred to what the institution offers to faculty, staff and their families. One item she'll be working on is looking at what type of benefits the institution offers such as perks like Rec Center memberships or summer camps, etc. She will collect information from different colleges and departments to compile and sort to be a resource for employees and have info sessions across campus. She welcomes any assistance from Staff Council members.

Another item was the discussion of having all five sectors have their own listserv and a list of new classified employees that will be sent to Janelle to update those listservs weekly. This will be a means for each sector reps to reach out to their constituents.

Another item of discussion was having a dean come to a Staff Council meeting periodically to learn about the group and share information about their department. Paul Kreider, Interim Provost & Vice President Academic Affairs, was informed by Shirley and is on board with it. He will discuss that with the deans.

Another item was a suggestion box so we could hear ideas from employees and possibly have a QR code along with the box. Shirley added that Joan, Mike and Jodi are working on questions for the suggestion box. They will bring them to the Council for approval.

Shirley shared Steven Hahn in Enrollment Management is set to present to the BOG on Friday and she is going to ask him about coming to a Staff Council meeting to provide more information on enrollment.

### **President's Meeting**

The meeting is scheduled for Monday, September 23, 2024, beginning at noon, at Stewart Hall, President's Conference Room, and Zoom. Items for the agenda are as follows:

1. Enrollment numbers
2. Follow-up on the addendum questions from July
3. Upon the reorganization of the former University Relations, now called Strategic Communications and Marketing, what was the thought process that led to that; being new leadership will be coming in early next year?
  - a. Sharon Martin was offered full tuition for her children at Clemson. Could this be something WVU offers?

### **Adjournment**

Thea motioned to adjourn. Brett seconded. All in favor and meeting adjourned at 10:45 a.m.