



Monthly Meeting

March 16, 2022 | 8:15 a.m. - Noon | 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	No*
Crabtree, Joan	Manager, Physical Plant II	Auxiliary/Operations	Yes
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	No*
Martin, Lisa	Special Events Coordinator Senior	Event Management	No*
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Nichols, Melanie	Supervisor Campus Services	Auxiliary/Operations	Yes
Patrick, Jr., Kevin	Project Coordinator	University Registrar	No*
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	No*
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	No*
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

*Excused

Also in attendance:

Klarissa Brenneman, *Program Coordinator, Center for Community Engagement*

Chad Hall, *Lab Instrumentation Specialist Senior, Arts and Sciences*

Cindy Teets, *Director, Global Affairs*

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:22 a.m. and a quorum was established.

First Business

Approval of February minutes motioned by Danielle. Melanie seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$1,720.98 with one expense of \$21.20 for the telephone.

That leaves an ending balance of \$1,699.78. We have spent 63% of our budget YTD.

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

Chair's Report

By Michael Torries, *Chair*

Mike reported Lisa had assisted him with sending out an anonymous poll to the Executive Committee members regarding their vote for Emeritus status of Kimberly Bryner. He's happy to report she was approved by majority vote. Her name will be forwarded to the President's office for finalization.

He has been corresponding via email with Paula Congelio, VP and CFO for Finance, regarding the Tuition Assistance amended guidelines proposal. He hopes to have the final details to report soon.

The Student Government Association announced the results of their election – they have a new President-elect, Chloe Hernandez, and Vice President-elect, Pareera Uqaily. He sent them a congratulatory email recently and noted the pair represents the first female minority ticket to win an SGA presidential election and also offered them the resources of Staff Council.

As a reminder, Jim Morris, HR Consultant, Talent and Culture, will be providing the results of the HR audit by Matrix Consulting Group during next month's meeting. He asked the group to review [W. Va. Code §18B-7-1, et seq., §18B-9A-1, et seq., and §18B-9B-1](#) which pertains to these findings.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley relayed that when ACCE has their annual retreat, they would like to invite each chairperson of Staff Council from other institutions to give reports on what all they do. The retreat will be held July 25th at the Canaan Valley Resort and Conference Center in Davis, WV.

Patricia Humphries, Vice Chancellor of Human Resources, Higher Education Policy Commission, gave an update and they are trying to get consistency within job titles and narrow it down (WVU and Marshall excluded) as well as reporting data regarding employees and salaries.

The HEPC funding formula suggestion was posted in our Teams files.

Glenville State College is now Glenville University.

Their next meeting is scheduled for April 22nd at WVU, Morgantown, WV.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa could not attend the meeting due to work obligations.

Committee Reports

Legislation

By Kevin Patrick, Jr., *Chair*

Kevin could not attend the meeting due to work obligations.

Compensation

By Angela Henderson, *Chair*

Angela reported they will hold their quarterly meeting with Compensation Administration representatives the last week of this month and will have a report for our next monthly meeting. Send her any items to discuss.

Brian received an email from Cris DeBord, VP for Talent and Culture, asking him to meet with a group to discuss flexible work opportunities for on-site employees and improving work morale. Joan will also attend those meetings. They will have their first meeting next Thursday. Email them any questions to present.

Angela accepted an invite to serve on the committee that will be looking at updating job families for the modernization project.

They are still working on identifying the on-site employees during the pandemic. Once she and Thea have completed it, they will forward to Sarah to verify.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported there were 17 applicants for the Tuition Scholarship for Children of Classified Staff for the academic year 2022-23.

The deadline to apply for Summer 2022 Tuition Assistance is April 30th.

Welfare

By Tammy Blake, *Chair*

Tammy reported they met March 7th and discussed doing an employee spotlight instead of an employee of the week. This will recognize staff whose work may be overlooked.

Their next meeting will be held April 4th at 1 p.m.

Student Retention Ad-hoc Committee

By Peggy Runyon, *Chair*

The group agreed to discontinue this ad-hoc committee as other groups around the University are focused on this initiative.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported they have not scheduled another blood drive. She'll wait to hear from her contact person.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not met.

Sustainability Committee

By Angela Henderson, *Classified Staff Rep.*

Angela reported they met on March 7th and went over the Sustainability survey. They had more staff participation than faculty at the time.

Traci Knabenshue, Director, Sustainability, presented and gave the following updates:

- Working on sustainability goals as part of the campus development; once it's finalized it will be forwarded to Rob Alsop, VP for Strategic Initiatives, before distribution
- Planning a memorial garden to honor people instead of putting plaques on trees and are working with landscape architecture students; will likely be within the Arboretum
- Received a \$300k grant to work on trails, specifically the President's Trail as they want to pave it, make it ADA grade and add lighting
- Installing solar powered umbrellas outside of the Rec Center that can be used to charge phones and laptops
- Planting pollinator gardens in low mow areas; specifically, perennials and trying to get bee campus designation
- Mapped all of the water bottle filling stations on campus

Jen Monnin, Health Sciences Librarian, spoke during their meeting regarding the database that they are hoping to create from the Sustainability survey.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike reported he had sent out the Compliance Officer's report to the group earlier this week. He has been focused on the foot travel pattern around the hospital.

Parking

By Peggy Runyon, *Classified Staff Rep.*

Peggy does not have any new items to report but noted they are paving the roads around the transportation hub this week so employees may park in any parking areas around HSC without getting cited.

Old Business

Danielle reached out to T. Anne Hawkins, Director, Carruth Center and Janie Howsare, Director, Faculty Staff Assistance Program (FSAP). Dr. Hawkins informed her there is a contract with Talkspace between the University and students. They have had several inquiries about offering it to staff, faculty, community members and local high schools. Talkspace only has the counselor bandwidth for the

students presently so they can't expand it. She is looking into broadening the crisis text line beyond just students. Janie explained there aren't any plans to use an online counseling platform for faculty and staff but did add availability to see employees at their convenience for video or telephone sessions. Janie would be happy to attend one of our meetings to provide an overview of their offerings.

Angela noted PEIA may even offer telemedicine mental health provider services. Although there are likely employees who do not have insurance. That may be a question for Benefits Administration.

Tammy will follow-up with Scott Crichlow, Faculty Senate Welfare Committee Chair, to gauge what their thoughts are.

New Business

Melanie announced she will be leaving in a week. She has accepted a position with Sodexo at Procter & Gamble as the Director of Operations. We wish her the best.

With Melanie leaving, we will need to replace her seat representing the Physical Plant/Maintenance/Service sector with the next person in line from the election last year. Janelle will check on that. Melanie also served on the Welfare Committee.

We will need to elect a new Secretary/Treasurer. Joan offered as she has done it before. Peggy nominated Joan as Secretary/Treasurer upon Melanie leaving. Melanie seconded. All in favor and motion was carried.

President's Meeting

The meeting is scheduled for Monday, March 21, 2022, beginning at noon, via Zoom. The agenda items were determined as follows:

- Legislative update
- Timeline of employee salary increases
- Congrats to Melanie Nichols as she has accepted a position with Sodexo at Procter & Gamble

Adjournment

Angela motioned to adjourn. Danielle seconded. All in favor and meeting adjourned at 10:16 a.m.