



Monthly Meeting

February 15, 2023 | 8:15 a.m. - Noon | Bluestone 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.

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	Manager, Physical Plant II	Auxiliary/Operations	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Roman, Michelle	Assistant Accountant	SSC Financial Management	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
Thomas, Jude	PRT Electronics Specialist I	Auxiliary/PRT	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

**Excused*

Also in Attendance: Kim George, *Office Administrator Senior, SOM Neuroscience RNI*
 Corey Hunt, *Office Administrator, Faculty Senate*
 Holly Leleux-Thebron, *Communication Specialist, Senior, UR Communications*
 David Wilfong, *Employee Relations Specialist Senior, TC Employee Relations*

Guest Speaker: Donald Barnes, *Director, TC Leadership and Organization Development*

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

Call to Order

The meeting was called to order by the chair, Shirley Robinson, at 8:25 a.m. and a quorum was established.

First Business

Approval of January minutes motioned by Tammy. Lisa seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported the following:

The balance in November was \$4,413.68 with the following expenses:

-\$78.14 (office supplies)
-\$21.20 (telephone)
=\$99.34 total expenses

That left an ending balance of \$4,314.34.

The following expenses for December:

-\$23.04 (office supplies)
-\$1.51 (postage)
-\$21.20 (telephone)
=\$46.38 total expenses

That left an ending balance of \$4,267.96.

The following expenses in January:

-\$19.56 (batteries)
-\$24.99 (wireless keyboard/mouse)
-\$11.94 (postage)
-\$40.00 (Staff Emeritus plaque)
-\$21.20 (telephone)
=117.69 total expenses

That leaves an ending balance of \$4,150.27.

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

Chair's Report

By Shirley Robinson

Shirley reported she recently met with Samantha Burwell, Director, Talent and Culture, as well as the others who sit on the committee for the Tuition Assistance Planning Project.

She also attended the Faculty Senate meeting that was held recently.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they have been working on the survey for staff and will be sending it to all the presidents of the higher education institutions in the state for review prior to distribution.

The next meeting is scheduled for February 20th at Marshall University Graduate College in Charleston.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported there has been no activity since the last Staff Council meeting, however, they will meet this week. The Zoom link is posted on the BOG website along with the agenda.

Committee Reports

Legislative

By Dianne Stewart, *Chair*

Dianne explained she has not been contacted by Travis Mollohan, Director, Government Relations. Shirley will be sure to forward her name to him. Lisa will also as she will be seeing him later today.

Compensation

By Angela Henderson, *Chair*

Angela reported there has not been anything new to report since the last meeting. The budget issue will likely be discussed at the next quarterly meeting.

Tuition Assistance

By Dianne Stewart, on behalf of Joan Crabtree, *Chair*

Joan does not sit in on the Tuition Assistance Planning Project committee.

Dianne reported they met a few weeks ago about revising the Staff Council Foundation endowed account for the Tuition Scholarship for Children of Classified Staff. They have drafted a proposal they will present under New Business.

Blood Drive

By Dianne Stewart

Dianne reported the blood drive was held on January 30th and they had fifteen donors; two gave a power red. It was a lower turnout compared to the last one. Lisa gave her some great ideas for advertising. She thanked Nan and Shirley for helping her staff the table.

Welfare

By Tammy Blake, *Chair*

Tammy reported they corresponded via email and discussed the monthly employee spotlight that we feature on our website. They talked about if they should hand it over to Talent and Culture and see if they would like to keep this going with the names submitted by fellow employees or if they need to advertise more because they just are not getting many names.

Joan added the Facilities Management has a Nuts and Bolts committee that do something similar. They post a monthly employee spotlight on their Facebook page. She offered to have Tammy included in an upcoming meeting to see what they do.

Sarah will mention it to Brent Bunner, Director, University Relations, to see if he has any ideas.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not met. She spoke with Cathy Martin, Executive Administrative Assistant, Athletics, and asked if she could provide the list of agenda items that they previously saved to the new Athletic Director. Those items are:

- Health and wellness updates
- Mountaineer Athletic Club (MAC) fundraising updates
- Tour of the football facility

Nan asked about sunscreen at the games that the group talked about a few months ago. Shirley spoke with someone from the Goodwill City Ambassadors who told her they would not provide sunscreen. They advised to apply beforehand.

Sustainability

By Angela Henderson, *Staff Council Rep.*

Angela reported they met on Monday. She also has updates from the January meeting:

- Developing a composting plan
- City of Morgantown and county solid waste extension, etc. and joining a composting group
- There is a hardback book recycling twice a year – one just this month and the other on May 13th
- The Blue and Gold Mine Sale will be held May 13th
- They are starting to gather information for the next Sustainability Tracking Assessment & Rating System (STARS) submission
- Questions about energy conservation and how microplastics are managed in the WVU washing facilities and switching to electric landscaping equipment
- As building are updated, they change to LED wherever possible
- Simon's Technologies works on energy conservation for heating and cooling; it's likely laundry water is not filtered so microplastics are not being looked at currently
- They are trying to switch to quieter and battery powered landscape equipment but some areas require gas; Sven Verlinden, Director of Plant and Soil Sciences, oversees the compost plan along with a graduate student and they talked about how that can be scaled up
- It's grant writing season so they have been asking for a Rural Energy for America Program (REAP) grant; a Zero Waste Zero Hunger grant; and looking at other avenues to support the composting effort

During this month's meeting, they reached out to Marshall University who has a biodigester for their compost and the cost for WVU to purchase one along with the space needed would be around \$450k so they're looking into how to obtain that or if they want to start small and scale up to biodigester in the future.

Tobacco-and Smoke-Free Steering Committee

By Diana Savage, *Classified Staff Rep.*

Diana was not able to attend the meeting.

Guest Speaker

Spring 2023 WVU Culture and Engagement Survey

Donald Barnes, *Director, TC Leadership and Organization Development*

Donald had spoke to the group previously regarding the upcoming survey and shared the following highlights of the survey process:

- There is a new survey platform – previous contracted platform was Waggl and a company, Perceptyx, purchased Waggl and rebranded it as Dialogue
- Brief survey – less than five minutes
- Crowdsourced voting - total of 23 questions; last question is open-ended
- They let our past value coins recipients select the last question and the one that won by half is, “What can we all do regardless of our position to impact student success here at the University?”
- Dialogue protects your anonymity
- Access 24/7 on any mobile device
- You may skip questions
- The survey will launch March 21st through April 4th and all benefits-eligible employees will receive an invite
- April 11th – results will be released to supervisors (five or more employees on a team must respond to the survey to receive specific results)
- April 15th – Campus Conversation will announce org-wide participation rates and results
- September – results released to all faculty and staff
- The survey will be repeated in Spring 2024 and will move to a Fall cycle beginning 2025

Fore more information, visit <https://talentandculture.wvu.edu/lod/2023-wvu-culture-and-engagement-survey>.

New Business

As previously mentioned during the Tuition Assistance report, the Tuition Assistance Planning project committee had discussed the Tuition Scholarship for Children of Classified Staff that is an endowed Foundation account. The funds from that is usually around \$2,000-\$2,500 and is divided out equally among the eligible applicants and those numbers vary. The University offers the WVU Dependent Education Scholarship through Talent and Culture, which is more beneficial. With this in mind, and with our revised Scholarship Program for staff which we now have a budget for, it was suggested that we dissolve the Tuition Scholarship for Children of Classified Staff and the monies from the endowed fund would be used to support the Scholarship Program for staff so more employees can take classes.

Dianne provided the proposal to discontinue the Tuition Scholarship for Children of Classified Staff program (effective Fall 2024) and amend the WVU Foundation fund description from Samantha Burwell for the group to review and vote on.

Lisa motioned to accept the document as a whole, as is. Nan seconded. Majority in favor and motion was carried.

The proposal will be forwarded to the Foundation for their approval.

Adjournment

Tammy motioned to adjourn. Angela seconded. All in favor and meeting adjourned at 10:40 a.m.