



Monthly Meeting

September 21, 2022 | 8:15 a.m. - Noon | Bluestone Room, Mountainlair | Zoom

Name	Title	Department	Present
Blake, Tammy	Academic Program Associate	Animal & Nutritional Sciences	No*
Browne, Thea	Administrative Assistant Senior	University Libraries	No*
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
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	No*
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	Yes
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
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

**Excused*

Also in attendance: Shawn Ragsdale, *Program Coordinator, B&E Graduate Programs*

Guest Speakers: Meshea Poore, *VP, Diversity Equity & Inclusion*
 Angela Cartwright, *Director, Diversity Equity & Inclusion*

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:19 a.m. and a quorum was established.

First Business

Approval of August minutes motioned by Danielle. Nan seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$4,588.00 with the following expenses:

-\$21.20 (telephone)

-\$1.32 (printing & copying)

-\$12.00 (stamps)

= \$34.52 total expenses

That leaves an ending balance of \$4,554.28.

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

Chair's Report

By Michael Torries, *Chair*

Mike welcomed new member, Michelle Roman, Assistant Accountant in the Shared Services Center. She replaced Kevin Patrick's seat in the Professional/Non-Teaching sector.

Kevin was also the vice chair of Staff Council and served as chair of the Legislative Committee. Mike asked the group to think about nominations for vice chair and the group will vote during the October meeting.

Peggy Runyon has retired and there is no one to replace her seat in the Physical Plant/Maintenance/Service sector. A new Member-at-Large will also need elected.

Mike recently met with the Tuition Assistance Planning Project Committee. They discussed items for the revised Tuition Assistance program which will now be referred to as the Staff Council Scholarship Program.

He recently spoke with the ACCE rep of WVU Tech, Dara Massey, regarding ways we can work together to revitalize the Staff Council at WVU Tech. He is awaiting further response from the Staff Council rep at Potomac State.

Dan Dunphy, Program Director for the WVU Modernization Program, reached out to him recently for an introductory meeting. He will have some updates to report to the Council for the upcoming 2023 year at the end of October.

The Staff Council Executive Committee recently met to discuss the Staff Emeritus nominations. More on that under New Business.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they had a few guests at their last meeting – Ken Harbar, ACCE Emeritus; Robert Long, ACCE Emeritus; Matt Turner, Executive Vice Chancellor for Administration, HEPC; Patricia Humphries, Vice Chancellor for Human Resources, HEPC; and Michelle Stark, Human Resources Specialist Senior, HEPC.

Ms. Stark had shared news about the salary market study and ACCE is reviewing economic and physical conditions of the market study data to determine how salaries have changed in the external market. She is also looking at workforce compensation data from Workforce West Virginia concerning the pay scale.

Vice Chancellor Humphries expressed that the average wage inflation was 3.5% a year for several years going into 2019-2020. The HEPC is trying to maintain the classification and compensation system for all staff. She also wants to revisit the WV State Code and propose a clean up to clarify what institutions need from them.

Mr. Turner shared articles and highlighted the data portal on the HEPC website which shows a drop in the college going rate, currently at 45.9% in the state and falling nationwide.

The challenge presented was finding new markets to grow into. He asked staff to identify opportunities our schools are missing.

Shirley added they are also working on a shared governance survey. Their former president, Jenna Derrico, shared the goals for the forthcoming survey for all classified and non-classified staff with Mr. Turner. ACCE wants to identify barriers to participate in shared governance and best practices.

They also had committee reports.

Their next meeting is scheduled for October 17th at 9:00 a.m. at Northern in Wheeling, WV.

Committee Reports

Legislative

By Michael Torries

Mike reported the WV Legislature passed the abortion bill to ban abortions being produced or induced, unless recommended by the reasonable judgment of a licensed medical professional; along with exceptions related to victims of sexual assault or incest, with several stipulations.

Dr. Clay Marsh, VP, HSC Administration, immediately responded with a video which stated he is unsure what the next steps are but we will have open and honest dialogue with each other, leading with compassion and will continue to rely on the expertise of medical professionals.

Danielle added yesterday was National Voter Registration Day.

Compensation

By Angela Henderson, *Chair*

Angela reported they did not have their quarterly meeting because they did not have an agenda.

She is still working on the modernization project pertaining to job families. There will be Campus Conversations after items are finalized.

Send her any items to discuss during their next quarterly meeting.

Tuition Assistance

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

Dianne reported the Tuition Assistance Planning Project Committee is still working on final details of the website before going live.

She asked if anyone knows of staff who have graduated using the funding from the program, please send her their names. This will be beneficial data going forward.

Welfare

By Tammy Blake, *Chair*

Tammy could not attend but sent Mike an email stating the Welfare Committee has not met but has a meeting tentatively scheduled for September 29th to discuss the coat drive.

She also provided the information for the employee spotlight for the website.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported a blood drive is scheduled for January 30th from 12:00 p.m. to 5:00 p.m. She will provide more information as she receives it.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they recently met and most of it focused on the Fred Schaus Captains Award and the Red Brown Cup Award for male and female athletes.

They toured the Coliseum's updates including the players' locker rooms and the new Club 34 which is named after Coach Bob Huggins.

Danielle added when she was at the football stadium, there wasn't any sunblock available to purchase so that may be something to look into. Also, the family restroom is the only place designated for breast-feeding or pumping. Shirley will take those items back to the Council.

Sustainability

By Angela Henderson, *Staff Council Rep.*

Angela reported they had their first meeting this month for the new academic year. It mostly consisted of introduction of new members and talking about a chair elect.

Traci Knabenshue, Director, Sustainability, gave a report on what has been happening since May:

- They had their second lumber sale which included pieces of the E Moore Hall Sycamore tree along with six other species; proceeds go towards planting and tree maintenance
- A Landscape Architect student is doing design work on a memorial garden for faculty and staff; it's not definite but they are creating plans for one and looking for spaces where it can be placed
- The Blue and Gold Mine Sale raised over \$25,000 for the United Way
- Thirty tree saplings were transplanted from the rain gardens to the Falling Run Greenspace
- The \$300k grant for the President's Trail was received and are now interviewing firms to make the changes
- There are now two pollinator plots which Sustainability established in conjunction with Roads and Grounds that are located on the LSB Green and inside the PRT tracks at Towers; they are working towards getting bee campus designation
- The bottle filling station map is available on the Sustainability website
- Over a ton of electronics and four tons of hard back books were recycled
- They looked at the reusable to-go box program they put in place last year and are looking to move it towards a self-service this fall to increase usage

- Ten tons of surplus goods were diverted from landfill via donation and sale which were from the clean out of Chitwood Hall, the Bicentennial House, the Jackson Kelly building and Boreman Hall
- They are looking at recycling in the dining halls this fall; assess recycling at the Alumni Center
- They hope to be more student-focused with some activities during Sustainability Week in October
- There may be a lumber sale during Mountaineer Week with regard to the remaining wood from the Sycamore
- They have a RFI for electric vehicle charging stations
- There was a large fleet reduction – 17 vehicles were eliminated from the University and thirteen were replaced with more efficient vehicles
- They will be tracking emissions data on university-paid travel
- The energy consultant that was hired for the 10 Year Plan will be submitting their report this fall

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike has not yet received an August report but will be sure to pass it on to the group.

Guest Speakers

Meet-and-Greet with Diversity Equity & Inclusion Representatives

Meshea Poore, *Vice President, Diversity Equity & Inclusion*

Angela Cartwright, *Director, Diversity, Equity & Inclusion*

Meshea requested a beginning of the year meet-and-greet with Staff Council and to introduce a new member of her team, Angela Cartwright who serves as the director. Angela gave an overview of her experience and background. She also created a curriculum called Cultural Autobiographies and will be doing a workshop this week during Purpose Week.

Meshea talked about the need to have conversation among one another, even if it is uncomfortable. Diversity Week celebrates our diversities but she wants people to recognize it each day. This month is Hispanic Heritage Month but it is not just this month, it is bringing attention to the conversation.

Meshea and her team welcome any questions or concerns. Please visit their website, <https://diversity.wvu.edu> for a multitude of resources.

Old Business

Before Peggy had left, she had mentioned having a social gathering outside of the workplace, however, everyone is busy with work and home life obligations at the moment.

New Business

The Executive Committee met to discuss their recommendation for the two Staff Emeritus nominations. They approved one nominee for Staff Emeritus. Her name will be forwarded to the President's Office for finalization.

President's Meeting

The meeting is scheduled for Monday, September 26, 2022 beginning at noon, via Zoom. Items for the agenda were determined as follows:

1. Student enrollment numbers
2. Info on number of staff members and vacancies
 - a. Percentage of retention to turnover
 - b. Specific departments that are in critical need
3. What is the mean timeframe from a job posting to filling the position?

Adjournment

Danielle motioned to adjourn. Dianne seconded. All in favor and meeting adjourned at approximately 10:46 a.m.