



Monthly Meeting

June 15, 2022 | 8:15 a.m. - Noon | Evansdale Library, Room G16 | 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	Yes
Funk, Danielle	Program Manager	HSC End-of-Life Care	No
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	No*
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
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: Corey Hunt, *Office Administrator, Faculty Senate*
 Shauna Johnson, *Director, University Relations*
 Cindy Teets, *Director, Global Affairs*

Guest Speakers: Donald Barnes, *Director, LOD*
 Kelsie Kittle, *Senior Leadership and Organization Consultant, LOD*
 Samantha Burwell, *Director, Talent and Culture*

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:42 a.m. and a quorum was established.

First Business

Approval of May minutes motioned by Lisa. Dianne seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

For the month of April, Joan reported a beginning balance of \$1,678.58 with one expense of \$21.20 for the telephone. That leaves an ending balance of \$1,657.38.

Approval of April's Treasurer's Report motioned by Lisa. Brian seconded. All in favor and motion was carried.

For the month of May, Joan reported a beginning balance of \$1,657.38 with the following expenses:

-\$21.20 (telephone)
-\$40.00 (Champion Trophies & Awards for the Classified Staff Emeritus plaque)
-\$8.95 (USPS for mailing the plaque)
-\$0.81 (printing & copying)
= \$70.96 total expenses

That leaves an ending balance of \$1,586.42.

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

Chair's Report

By Michael Torries, *Chair*

Mike reported he and Lisa recently attended a reception for the interim committee meetings of the West Virginia Legislature hosted by Dr. Gee.

He and Lisa, along with the incoming Faculty Senate chair, spoke to a few legislators and thanked them for supporting WVU and encouraged them to continue supporting the physical infrastructure of the University which is the employees.

He is still working with Dianne to schedule a meeting with Finance administration to address further details of the Tuition Assistance program revisions.

He recently sent out communication to committee chairs requesting their agendas items for the next fiscal year.

He received an email yesterday from Samantha Burwell, Director, Talent & Culture, regarding the proposed changes to the BOG Talent & Culture Rules. She will review those changes to the group later during the meeting.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they went over their revised bylaws and will vote on them during their retreat. They also had committee reports.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they will meet next week on Thursday and Friday. Thursday is their retreat day and Friday is their regular meeting.

Guest Speakers

Spring 2022 Culture & Engagement Survey Sneak Peek

Donald Barnes, *Director, LOD*

Kelsie Kittle, *Director, Talent & Culture*

Donald and Kelsie had requested to speak to the group regarding the Spring 2022 Culture Survey participation and sneak peek results. The first official Culture Survey will take place in September 2022 using the new platform.

The survey platform used was previously called Waggl and is now called Perceptyx Dialogue. The platform protects your anonymity and is accessible on any mobile device. You may also go back and change your answers while the survey is still active. Everyone will be able to see the org-wide results and their own department or college results, as well as their team results as long as there are five or more responses. If a team has less than five, the answers will be combined with the next smallest team in their division.

Donald further explained that culture is the way we do things collectively and engagement is an individual's connection and commitment to their work as well as the success of the University.

Kelsie added that in late summer through fall 2021, 31 focus groups were conducted by Talent and Culture for all three campuses, both in person and virtually to gain feedback. They did a random selection process as well as an open invite.

- 345 people participated in the focus groups with 342 responding to at least one question

- Out of the 345 participants, 39% were staff; 16 were faculty leaders or faculty; 16% were people leaders; and 13% were specialized affinity groups
- 358 people answered the last question which was the written response
- The last question was voted on a total of 3,031 times

The Spring WVU Culture and Engagement Survey was conducted April 19, 2022 through April 29, 2022, with 189 participants and 117 respondents. The detailed results of the survey were shared with the group. They were asked to keep the results confidential until after the official survey in September.

Timeline:

- September – Survey launch
- October – Campus Conversation
- November/December – Team Conversations
- January – Check-In Pulse
- ...August – Team Action Planning

They would like Staff Council’s input on ways to help with participation rates for the September survey as well as ideas about action planning.

Proposed Amendments to BOG Talent and Culture Rules

Samantha Burwell, *Director, Talent and Culture*

Samantha was present to give the group a review of the [proposed changes to the BOG Talent and Culture Rules 3.1 – 3.9](#). Most are minor changes; a lot of it is updating the legal sections and citations. A comment period open to the public will be forthcoming.

Committee Reports

Legislation

By Kevin Patrick, Jr., *Chair*

Kevin was not able to attend the meeting.

Compensation

By Angela Henderson, *Chair*

Angela reported they moved their quarterly meeting to July to allow Rebecca Meyer, Director, Compensation Administration, and Jaime Bolyard, Assistant Director, Compensation Administration, to acquire more information on the upcoming merit program. Send her any items you would like for her to take to the meeting.

Regarding the merit program timeline, all recommendations from supervisors should have been submitted by now.

The Job Family Architecture Project is out of the design phase and they will be bringing in subject matter experts to review the work of the design team.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported there were 17 applicants for the Summer 2022 Tuition Assistance with 8 people awarded as of today. The deadline to apply for Fall 2022 Tuition Assistance is July 18th.

Dianne reported they are still trying to meet with Finance administrators to discuss budgetary issues regarding the revised Tuition Assistance program.

Welfare

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

Darlene shared she could not attend their last meeting so she does not have a report. Tammy was not present.

Mike received an email from Tammy. She reported they discussed staff nominations that have been submitted for the employee appreciation project they have been working on and decided on an employee to feature on our website. The remaining nominees will be featured in alphabetical order once they receive their pictures. Tammy will submit the article and picture to Mike for approval then forwarded to Janelle to add to the website and submit to ENEWS to be featured.

Their next meeting is scheduled for July 11th at 1:00 p.m. via Zoom.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported the blood drive was held on Monday. There were eleven people who donated and only two could not due to certain circumstances.

She thanked Lisa and Nan for helping her staff the table.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they have not met.

Sustainability Committee

By Angela Henderson, *Classified Staff Rep.*

Angela did not have anything to report as they met last in May and most members are faculty so they will reconvene in September.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike reported he recently emailed the Compliance Officer's report to the group.

Parking

By Peggy Runyon, *Classified Staff Rep.*

Peggy was not able to attend the meeting.

Old Business

Nan will email Sarah regarding how to locate your hourly rate within the employee portal.

New Business

There is a surplus of the Staff Council budget and the group had discussed moving those funds to help with the Tuition Scholarship for Children of Classified Staff as they have done previously.

Dianne motioned to transfer the remaining funds to supplement the Tuition Scholarship for Children of Classified Staff program. Lisa seconded. All in favor and motion was carried. Mike will submit the request to Rob Alsop, VP for Strategic Initiatives, for approval.

President's Meeting

The meeting is scheduled for Monday, June 20, 2022 beginning at noon, via Zoom, however, with the governor declaring June 20th as the Juneteenth holiday and President Gee's busy schedule with county tours, the meeting is canceled this month.

Adjournment

Jude motioned to adjourn. Dianne seconded. All in favor and meeting adjourned at approximately noon.