



## Monthly Meeting

December 15, 2021 | 8:15 a.m. - Noon | Rhododendron Room, Mountainlair | 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	Yes
Crabtree, Joan	Manager, Physical Plant II	Auxiliary/Operations	No*
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	No
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	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.	No*
Runyon, Peggy	Campus Police Officer Lead	University Police Department	No*
Seime, Sarah	Director, HR Partners	T&C, Employee Relations	No*
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\**

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

### **Call to Order**

The meeting was called to order by the chair, Michael Torries, at 8:30 a.m. and a quorum was established.

### **First Business**

Approval of November minutes motioned by Melanie. Brian seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$3,379.38 with one expense of \$21.20 for the telephone.

That leaves an ending balance of \$3,358.18. We've spent 27% of our budget YTD.

The Staff Council laptop for \$1,560.00 will likely be reflected on next month's budget report. Melanie noted the previous laptop that Janelle ordered which was never processed or received due to an error by Dell's system, is still showing as an encumbered expense. She'll consult with the contact person in Procurement about this issue.

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

### **Chair's Report**

By Michael Torries, *Chair*

Mike expressed he's extremely proud of all the staff during the past semester with everything going on.

The Faculty Senate no confidence vote came about very quickly but he was pleased with the end result.

He attended a Tuition Committee meeting recently and looks forward to learning more about the progress they are making.

He contacted the chairs of the committees to gauge what action items are on the agenda going forward.

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

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley could not attend the meeting due to a medical appointment.

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

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa could not attend the meeting due to work obligations with commencement.

## ***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 had their quarterly meeting with Rebecca Meyer, Director, Compensation Administration and Jaime Bolyard, Assistant Director, Compensation Administration. The committee members brought up the cost of living and inflation that everyone is being affected by. Rebecca and Jaime said there is nothing they can do about that specifically but will keep that in mind for the merit program. That information should be communicated sometime in early January.

They asked for an update regarding alternative compensation ideas that were presented to administration and those items are still being investigated.

The job families restructure is coming in 2022 which is part of the University's ten-year plan for modernization. They will also be looking at a possible new Employee Resource Portal (ERP) system.

The Salary Review Committee (which Angela also serves on) plans to meet sometime after the first of the year.

A few months ago, Brian had brought up the possibility of allowing veterans on Veteran's Day to attend a breakfast at the Alumni Center and have the day to talk and meet with other veterans as well as student veterans. Mike asked that he build upon this initiative, such as VFW and VA representatives to come and provide information on services available. Nan suggested Dr. Kristi Wood-Turner, Director, Center for Service and Learning, would be a great resource.

Angela added last year, their committee had a discussion with Talent & Culture about a large scale survey to staff to see how they felt they'd be better compensated not just by money but it was put on hold. She'll bring that back up with them.

## **Tuition Assistance**

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

Dianne reported their last committee meeting was more of a discussion about what they want to update for the program requirements and adding additional benefits to the program.

A few examples are as follows:

- Allowing a student/employee to take a class each semester as opposed to one class a semester up to twice an academic year
- Allowing a student/employee to pursue a second undergraduate degree or take a class if it will be beneficial to their current job

Dianne has worked on a timeline for the employee beginning to end when they are approved for Tuition Assistance:

- An employee from Admissions that will walk them through the process of applying and/or transferring credits
- She reached out to a gentleman in the Eberly College of Arts & Sciences about possibly providing more information about the RBA, MDS and BIS degrees which are common majors with employees
- She is trying to have someone from Financial Aid that could provide detailed information about how this will affect them financially, as it is taxable income
- She is going to assist Janelle with putting a video on the website that will include these steps

There are several items in the works and the committee hopes to have the details finalized soon.

## **Welfare**

By Tammy Blake, *Chair*

Tammy reported Peggy informed them there were ten families and four graduate students who received coats. There were a total of 36 coats donated. They collected \$485 in cash donations and had 14 coats that needed to be purchased so Peggy worked out a deal with JCPenney and got \$2,000 worth of coats for \$511. There was also two graduate students who reached out later and she was able to provide them with coats that were leftover. All remaining donated coats will be given to Christian Help.

Dianne noted Amazon has a wish list you can create where people can purchase a coat to have it delivered to the police station. She had several people asking her about that.

Tammy said she and Peggy discussed a possible spring coat drive for the following winter.

## **Student Retention Ad-hoc Committee**

By Peggy Runyon, *Chair*

Peggy was not able to attend the meeting due to work obligations.

### **Blood Drive**

By Dianne Stewart, *Coordinator*

Dianne reported there is a blood drive scheduled for January 31, 2022 at St John University Parrish from 10:00 a.m. to 3:30 p.m. Nan is helping staff the table in the morning and Lisa is helping in the afternoon. There is a sign-up sheet posted in Teams files.

### **Athletic Council**

By Shirley Robinson, *Classified Staff Rep.*

Shirley could not attend the meeting as previously noted.

### **Sustainability Committee**

By Angela Henderson, *Classified Staff Rep.*

Angela reported some additional items from the November meeting that she missed a portion of. Delegate Evan Hansen attended and relayed some information about energy related bills coming up in the next session – one related to energy efficiency and one is aimed to repurpose current coal power to alternative energies to create jobs. One related to utilities solar that would allow large energy users such as WVU to purchase solar energy supply from WVU manufacturer's association and other solar groups.

Their recent meeting was about a letter the committee created to be sent to Faculty Senate and the BOG asking them to adhere to the goals that were listed in the ten-year plan regarding sustainability.

The Sustainability Office planted 52 trees in 2021. They had cut down about half of that amount due to safety issues including the Sycamore tree in front of E Moore Hall. They have planted a similar species in its place.

The community garden near engineering grew and donated over a thousand pounds of produce from June through fall. They donated to the Rack and some other local food pantries.

The pilot composting program went well. They collected about a hundred pounds a week and it went to the geo-bins located at the greenhouse.

Some other issues they talked about was they used to have student workers but haven't due to COVID but they did have one this semester and they focused on identifying all the bottle fill stations and creating a map. That map will be on their website.

### **Tobacco-and Smoke-Free Steering Committee**

By Michael Torries, *Classified Staff Rep.*

Mike reported he received the November report from the Compliance Officer and shared that with the group.

He had questioned Rocco Fucillo, who heads the committee, if we are making any progress with this program. He responded he believes we are better with the Compliance Officer than not; there will always be tobacco use on campus.

They do plan on scheduling a meeting soon.

### **Parking**

By Peggy Runyon, *Classified Staff Rep.*

Peggy could not attend the meeting but sent Mike an email update about the dangerous intersection off of Chestnut Ridge Road into the HSC. She spoke to Chief St. Clair about it and they are going to put up a video monitoring system in the coming new year and study the intersection further.

### **Old Business**

Angela mentioned they received the list of the front-line workers during the pandemic but there's not specific information such as where they work on campus so that will need looking into. She believes there are 1,200-1,500 people. That amount exceeds the values token coins that were going to be given by Talent & Culture. The committee will need to discuss other feasible options to recognize them.

Angela thought they had a staff night for a WVU basketball game. Maybe they could be recognized during halftime. Mike will consult with Shirley who serves on the Athletic Council.

### **President's Meeting**

The group was invited to the Blaney House for a holiday luncheon with President Gee on Thursday, December 16, 2021, from 11:30 a.m. to 1:00 p.m.

### **Adjournment**

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