



Monthly Meeting

January 19, 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	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
Dawson, James	Supervisor PRT System Operations	Auxiliary/PRT	Yes
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	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	Yes
Nichols, Melanie	Supervisor Campus Services	Auxiliary/Operations	Yes
Patrick, Jr., Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	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

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

Call to Order

The meeting was called to order by the chair, Michael Torries, at 8:20 a.m. and a quorum was established.

First Business

Approval of December minutes motioned by Nan. Angela seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$3,358.18 with the following expenses:

-\$21.20 (telephone)

-\$1,594.80 (Staff Council laptop)

= \$1,616.00 total expenses

That leaves an ending balance of \$1,742.18. We have spent 62.21% of our budget YTD.

Chair's Report

By Michael Torries, *Chair*

Mike reported the Executive Committee met to discuss our legislative strategy. The goal is to try to influence our legislators to fully fund the 5% raise for all state employees. The Governor announced that state employees will receive a 5% pay raise as well as a vaccine bonus. The committee decided the first step would be to correspond with the President of the Senate and Speaker of the House, and copy the Governor, as well as various other committee chairs, via a letter which was mailed out recently.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley did not have a report as they will meet virtually on Friday.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported she did not have a first-hand report from their meeting on December 17th but shared there were three honorary degrees approved for May.

Their next meeting is scheduled for February 17th and 18th.

Committee Reports

Legislation

By Kevin Patrick, Jr., *Chair*

Kevin reported the legislative session began on January 12, 2022. The Governor's proposed budget was sent to the legislature which includes a \$4.6 million increase to WVU.

As Mike previously reported, the Executive Committee sent a letter to the Governor, the House and Senate leadership, as well as several committee chairs.

As a follow-up to the letter, we should consider finding a legislator to have a committee substitute in place in the event we can't get their attention before those items start to move.

He will be scheduling a Legislative Committee meeting in the next week or so.

Compensation

By Angela Henderson, *Chair*

Angela did not have much to report. Their next quarterly meeting will be in March.

In light of the Governor's announcement, the Salary Review Committee's discussion of the merit program has been put on hold. They are looking at how much money they'll have so instead of doing a small merit-based raise along with the Governor's announcement, they're going to wait and put it all together. The committee members will be notified once they have those numbers and a timeline finalized.

Melanie mentioned they will be doing performance reviews as featured in ENEWS. She was under the impression that administration would rather do raises now as opposed to going through the annual review process.

Sarah added there were discussions about holding off on the performance review cycle but COVID interfered with that so the last performance review cycle was for a year and a half. Administration decided it would be best to do it every year at this particular time going forward as opposed to a year and half or two years.

Tammy added she asked Cris DeBord, VP for Talent & Culture, if they used the performance reviews to determine the merit-based raises and he told her no, they do not. Sarah offered to clarify that with him and will follow up with the group.

Mike mentioned having Rebecca Meyer, Director of Compensation Administration, speak to the group during the next meeting in February. Sarah will reach out to her.

Sarah added you can visit the performance review site at [Performance Management | Talent and Culture | West Virginia University \(wvu.edu\)](#) for more information. She offered to send the training guidelines for supervisors to the group to review those as well.

Mike inquired if there was a way to pull data regarding how many times an employee has contacted Talent & Culture after the performance review with comments and if their evaluations changed due to those comments. Sarah will consult with their systems person to see if they can pull a report from the last performance review cycle.

Mike advised to send comments/suggestions regarding performance reviews or compensation items to Angela to consolidate and she'll forward to Sarah.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported there were 20 applicants for Spring 2022 Tuition Assistance. One person missed the deadline and sent an appeal letter to the committee who agreed to allow him to apply. Another applicant already had a bachelor's degree so they were ineligible.

The total cost of the tuition paid out was \$24,453.

Lisa mentioned it would be nice to see the numbers of employees who utilized the program and received their degree. Joan agreed it would be nice to recognize them on our website or something of the sorts.

Kevin shared that if you have students with prior degrees or credits, even if they're not from an accredited institution, his unit is working with those now and will apply it towards their degree.

Welfare

By Tammy Blake, *Chair*

Tammy did not have anything new to report. She will be setting up a time to meet soon.

Student Retention Ad-hoc Committee

By Peggy Runyon, *Chair*

Peggy reported she spoke with Michelle Payton about a game night but did not hear back from her. She saw an advertisement for a game night at the Mountainlair yesterday but isn't sure who's sponsoring it. She'll follow up with her.

Blood Drive

By Dianne Stewart, *Coordinator*

Dianne reported there is a blood drive scheduled for January 31st at Saint John University Parish and they still have a few spots available to assist with staffing the table. They also have slots available if you wish to donate.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley did not have anything to report. She is awaiting notification of their next meeting.

Sustainability Committee

By Angela Henderson, *Classified Staff Rep.*

In December, they moved to draft a survey to help identify faculty efforts in regard to sustainability to improve upon the classroom, teaching and research. They hope to build a database for the Sustainability Tracking, Assessment & Rating System (STARS) when it comes around again. Once the survey is finalized, they are hoping to send it out in February.

Mike suggested maybe including some options for people to choose from that they may be interested in such as gardening during your lunch hour or helping with a recycling project.

Lisa added there is a book recycling project coming up in February.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Mike reported he sent out the Compliance Officer's report to the group. He received one question which he responded to.

Parking

By Peggy Runyon, *Classified Staff Rep.*

Peggy reported she spoke with Parking and UPD and they have put up a camera on one of the light poles in Area 81 at the new intersection off of Chestnut Ridge Road that comes up to the parking lot at the HSC. They are going to send her the footage to evaluate how many times people don't stop or are just crossing the parking lot so once she is finished reviewing the footage, she'll provide a more detailed report.

Old Business

The Tuition Assistance Committee has been working on several proposed changes to the program which they have drafted for the group to review:

- Allow staff who have a bachelor's degree to take supplemental classes via the program which pertains to helping them with their current job
- Allow more than two courses per academic year
- Cover the cost of tuition and college fees
- A stipend to cover books (through Barnes and Noble) and/or lab fees; late fees excluded
- Classes taken at other WVU institutions will be reimbursed
- Out-of-State employees will be billed and awarded at in-state rate

Dianne spoke to someone in the billing section that handles the program who was unaware that the college fees were to be waived; although the student/employee was not billed for it but Staff Council was (through the WVU Foundation fund).

Jude motioned to accept the amended changes to the Tuition Assistance program and eligibility requirements. Lisa seconded. All in favor and motion was carried.

With regard to the ongoing discussion about veterans having Veteran's Day to meet at the Alumni Center during last month's meeting, Lisa suggested Jerry Wood, Director of Veteran's Affairs, would be the one to contact. Danielle added they also do free clinics at the Dental School for veterans around Veteran's Day.

Shirley shared the Provost's Office is getting a list of names of WVU hospital employees to write personal notes thanking them for putting their life on the line during the pandemic.

Danielle suggested we could do something similar for classified staff who worked on campus during the pandemic; possibly using a Word template. Angela has the list of employees but some don't have their classification listed. Tammy and Thea offered to assist her with that.

New Business

During discussion of the agenda items for the President's meeting, Angela motioned for an executive session. Thea seconded. All in favor and motion was carried.

Danielle believes mental health needs to be addressed further by the University. There is the Faculty Staff Assistance Program (FSAP) but there's a three visit limit and it has to affect your job in some way.

Sarah suggested Janie Howsare, Director, FSAP, could possibly speak to the group about their offerings. Danielle will reach out to her.

Peggy added there is a care team for students that offer resources for them but not one for faculty and staff.

Nan also mentioned there is a mental health first aid training offered to staff and faculty through WVU Health Promotion and Wellness.

President's Meeting

The meeting is scheduled for Monday, January 24, 2022 beginning at noon, via Zoom. Agenda items were determined as follows:

1. Tuition Assistance Committee Updates Proposal
2. Update on legislative happenings regarding the budget and the Governor's proposal for a state-mandated raise.
 - a. Staff Council sent letters to legislators in support of the proposal as well as thanking them for considering all state employees.
3. How will WVU implement a state-mandated raise and a merit raise?

Adjournment

Lisa motioned to adjourn. Danielle seconded. All in favor and meeting adjourned at 11:30 a.m.