



Meeting Minutes

December 16, 2020 | 9:00 a.m. | Remote Meeting

Name	Title	Department	Present
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Goodman, Andrew	Library Associate	University Libraries	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Hughes, Tiffany	Residence Life Specialist	SL Housing & Residence Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Mays, Eva	Library Associate	University Libraries	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Patrick, Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Stewart, Dianne	Program Assistant II	Undergraduate Admissions	Yes
Tennant, Amber	Director	T&C, Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Walls, Natalie	Assistant Director	T&C, Employee Relations	Yes

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

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at 9:02 a.m., and a quorum was established.

First Business

Melanie had a few minor edits to the November minutes which Janelle will correct.

Approval of November minutes with amendments motioned by Kevin. Michael seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported we still do not have an operating budget. The expenses were as follows:

-\$21.20 (telephone)

-\$50.98 (general office supplies)

-\$204.00 (employee recognition awards)

-\$11.00 (postage)

-\$0.79 (printing)

=\$287.97 total expenses

Year to date we have spent \$372.77.

Peggy will reach out to Rob Alsop, VP for Strategic Initiatives, to inquire if he could cover those expenses for the time being and we will then reimbursement him once we receive our budget.

Thea shared she was informed that during the business managers' last meeting, the University does not have their budget yet.

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

Chair's Report

By Peggy Runyon, *Chair*

Peggy reported we have a new member, Eva Mays, who works for the University Libraries. She came in second based on votes from the last Staff Council election and replaces Amy Matuga in the Paraprofessional/Technician sector.

As ENEWS reported recently, a COVID vaccine is in the works for distribution to employees; beginning with employees aged 65 or older.

Advisory Council for Classified Staff Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they discussed their list of concerns which she had shared with group prior. They are working on legislative priorities and will be meeting with the Advisory Council of Faculty (ACF) representative.

Some of their concerns are:

1. Enhanced broadband needs
2. COVID challenges and adaption strategies
3. Information Technology needs
4. Mental health needs
5. Globalization bill
6. Campus governance

Shirley noted the document titled "Series 64..." was uploaded to Teams Files. This pertains information regarding the process for four-year institutions to ask for exemption. Currently, only WVU, Marshall University, and the WV School of Osteopathic Medicine are exempt.

Peggy suggested Shirley and Michael work collectively with these legislative items.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa did not have much to report but relayed the report on the action-oriented groups can be found at <https://presidentgee.wvu.edu/action-oriented-working-groups>.

The Board will meet on Friday with committee reports at 9:00 a.m. followed by the regular board meeting. She will send out the agenda to Teams.

Committee Reports

Legislative

By Michael Torries, *Chair*

Michael did not have anything new to report but will be scheduling an upcoming meeting with the Legislative Committee members.

Kevin added they announced the galleries at the Capitol will be closed.

Lisa suggested a virtual meeting with Legislators; Michael agreed.

Compensation

By Terrence Dunson, *Chair*

Terry reported he will be working on scheduling a meeting with the committee.

Brian reported he contacted Oklahoma University and Oklahoma State to ask what they have been doing with remote working. They have been setting up faster internet speeds for their remote employees and gave an extra number of sick leave hours to employees if they needed it, but they would have to pay it back.

Peggy reminded him that our Bylaws state that a member of Talent & Culture will assist with compensation items.

Joan added there are talks of allowing current remote employees to remain working remotely if they can do their job efficiently.

She also shared she got three new employees and the new hire process is solely computer-based right now. She is concerned about those who may not be computer-savvy. She thinks computer training is needed now more than ever.

Amber will reach out to Lisa Sharpe, Executive Director, Shared Services.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported there was a total of 17 applicants who applied for Spring 2021 Tuition Assistance. Three employees missed the deadline and submitted appeal letters stating why. With everything going on, the committee agreed to allow them to apply.

Lisa suggested Janelle could possibly send out a blind copy email via the Staff Council email account to remind employees who frequently apply for TA of the deadline as well as submitting it to ENEWS.

Welfare

By Dianne Stewart, *Chair*

Dianne reported she and Dr. Brian Powell, a CS101 instructor, created a website to go through the training modules for the Word, Excel, etc., training. She asked two people from 'beginners' and two people from 'intermediate' to go into the module to test it out. You will have access with a username/password. His graduate teaching personnel will help you with any questions and you can work at your own pace.

Dana reported she received three requests for coats and those were collected by one person and delivered.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they did not finish their meeting the last time. They just gave construction updates on the football stadium; work around the Coliseum; and the Olympic Sports Performance Center at Mylan Park.

Transportation & Parking

By Terrence Dunson, *Classified Staff Rep.*

Terry did not have anything to report. He's not heard from anyone in a while, so he sent an email but hasn't heard back.

Tobacco-and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Michael reported they met a few weeks ago and had sent out the revised policy to the group. They did away with the first verbal warning; you will now receive a written warning if seen smoking/vaping on campus. They do not contact your supervisor unless you expunge the warning by taking a smoking cessation class.

They did hire a Tobacco Enforcement Officer. He's completed training and has done ride-alongs with UPD as well as completed training for the handheld device that Parking employees use. He walked around campus and submitted a report to the committee with pictures that included the ashtray with the No Smoking sign above it. Those items will be removed from campus and inventoried.

More communication is forthcoming regarding the revised smoking policy.

Sustainability

By Angela Henderson, *Classified Staff Rep.*

Angela reported they met on Monday and went over what the University is doing regarding their Sustainability, Tracking, Assessment and Rating System (STARS) used by Universities across the country. We're doing well overall but need improvement in some areas.

Tree removal has been happening across campus with most notably the removal of the Sycamore tree in front of E. Moore Hall but clippings from it will be planted elsewhere across campus.

The solar project at the Law School is in the engineering phase. The installers are working with our Engineering Department.

They are working on the sustainability survey. Send her any concerns to address.

Peggy suggested additional bike racks on campus.

Eva had read an older ENEWS article about Ag Sciences receiving a \$50k grant for developing an anaerobic digester for alternative energy but hasn't seen anything more. Angela will take that back to the committee.

Old Business

Peggy had spoken with the four of the five remaining members of the Staff Council Election Committee. They accepted to serve on the committee, but we need a fifth person. She asked for nominations from the group. Lisa suggested asking the person first and explaining what it entails.

Amber said Rachel Twigg replaced Barbara Bodkins but is not versed in the election process yet.

Peggy asked to submit names to her before the next meeting.

Melanie had said she did not receive her years of service certificate. Janelle had sent it out campus mail with the others but will print another one for her. Terry said he's never received a YOS certificate.

Lisa noted if you were a temp at any time, that does not count toward your longevity.

Longevity begins after July 1 from the time you're hired.

The Hearts and Hands request for emergency assistance for the employee who had a house fire is still in the works. Campus Ministry does not have a director to sign the check. Peggy had called/emailed but has not heard back.

Peggy shared Dianne had emailed her an update of the Word, Excel, etc., training for employees and they are finalizing a training module. Amber added Leadership Organization Development (LOD) does not have any plans to offer Microsoft training. Donald Barnes, Assistant Director, reached out to A.J. Emerling in ITS and they have a link to Microsoft Office's 365 training center and the ability to get a license from Linked in Learning.

New Business

Michael received a letter from PEIA notifying him that he is automatically enrolled in a Comprehensive Care Partnership program (CCP) which means he does not have to pay a copay to see his preferred primary care provider but will need to complete an initial and regular assessments.

Amber reminded the group that voting for the new Values Coin is currently underway.

Performance Reviews will begin in January. Nothing has been changed with the process. Supervisor training is available.

Andrew announced he accepted a non-classified position. His last day as a classified staff employee is January 4 which will unfortunately make him ineligible to serve on Staff Council.

President's Meeting

The informal meeting was tentatively scheduled for Monday, December 21, 2020 at noon, via Zoom. The group decided to wait until January to meet with President Gee considering the holidays.

Adjournment

Andrew motioned to adjourn. Lisa seconded. All in favor and meeting adjourned at 10:52 a.m.