



Meeting Minutes

July 15, 2020 | 2:00 p.m. | Remote Meeting

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

**Excused*

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

Guest Speaker: Cris DeBord, VP for Talent & Culture

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at approximately 2:40 p.m. and a quorum was established.

Treasurer's Report

By Angela Henderson, *on behalf of Melanie Nichols, Secretary/Treasurer*

Angela reported an ending balance in June 2020 of \$1,441.23 with the following expenses:

-\$21.20 (phone)

+\$25.19 (adjustment)

= \$3.99 total expenses

That leaves an ending balance of \$1,445.22 or 66% of our beginning budget of \$4,610.00.

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

Chair's Report

By Peggy Runyon, Chair

Peggy reported she doesn't have any new information to share. She understands the notice of appointment letter sent to classified staff was not well-received initially but has since been clarified.

She welcomes any help a member can give if it's uploading something to Teams or sharing communication. She's not at her desk much. She thanked Lisa for all her help with things lately.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, ACCE Rep.

Shirley did not have a report as they have not met. Their secretary sent out minutes to review from February.

Their retreat will be held next Monday and Tuesday via Zoom. She does not yet have agenda items.

Board of Governors (BOG) Report

By Lisa Martin, BOG Rep.

Lisa did not have much to report other than the Audit Committee met last week. She is not part of that committee but sat in.

The next meeting is sometime in September.

Committee Reports

Compensation

By Terrence Dunson, Chair

Terry will have more information after the first day of classes. The Big 12 schools paperwork of their numbers should be done but have not been uploaded to Teams due to the furlough.

Tuition Assistance

Peggy has been receiving questions from staff wishing to apply for Fall semester. She informed them the deadline was extended to July 31.

Dianne doesn't have any specific numbers at this time.

Lisa has been helping her with tracking down how to transfer the remainder of our budget to the Tuition Scholarship for Children of Classified Staff. There is a total of \$4,599 which includes \$3,154 from the WVU Foundation endowed fund and our remaining \$1,445.

There were 21 students eligible which will be equally distributed in the amount of \$219 each. It should have already been dispersed into their accounts.

Athletic Council

President Gee was given three names to consider for the Athletic Council to replace Joan Baldwin's seat: Thea Browne, Shirley Robinson and Michael Torries. He chose Shirley to serve as the classified staff representative on the committee. Congrats to Shirley.

Guest Speaker

A Q & A sheet was recently sent to Cris DeBord, VP for Talent & Culture, and Rob Alsop, VP for Strategic Initiatives. Time did not allow for all questions to be answered but Cris wanted to address those today.

Cris explained they did some worst-case scenarios going into Summer and into Fall: a 5% budget cut; a 10%; and he believes a 15%.

With Summer enrollment being better than expected and Fall not too far behind last year's enrollment, a 5% budget cut was decided based on holding steady through Fall. This cut would not impact employee numbers.

There were concerns if we start in-person classes and come September/October there's a massive COVID-19 outbreak, they will need to send everyone home and refund tuition as well as room & board. Also concerns about whether we should reduce tuition being online courses aren't as personalized as the in-class experience.

If worst-case scenario, it's difficult to predict what could transpire but layoffs would be a real possibility in some areas as well as the potential for across-the-board pay cuts or furlough days. They are hoping that doesn't happen and can keep students on campus until Thanksgiving.

The notices of appointment they sent out had some language change. He understands it appeared only classified staff received it, but it was sent to every employee.

With regards to the PROMISE Scholarship, Brian said the program changed their criteria and they waived the GPA requirement. If below, it's hard to bring that back up. Next year, there would be two groups of kids who could lose the scholarship. A big group of those kids may not be coming back next year.

Cris did not have any info regarding that but it's likely on someone's radar. He's unsure how many kids are below that threshold, but he believes someone on Sharon Martin's, VP for University Relations, team would oversee that, so he'll take that back to try to get an answer.

Brent Bunner, Assistant Director, University Relations, has been working with Sarah Seime, Director, Talent & Culture, as well as HR partners and leaders, on communication to furloughed employees which should be going out this week. They will have the option to remain remotely working, a hybrid schedule which will allow them to alternate days working from home and on campus or coming back on campus depending on their job requirements. Working on the analysis over the last three or four weeks, there are a little over 8,000 faculty and staff total and a little over 2,000 employees will be working from home.

Amber will ask Caitlin Renger, Project Manager, to relay that the furloughed employees will be receiving information on their work status this week on the Facebook furlough employees group page.

It was asked if whether furloughed employees should return in July with doctor's orders for pre-existing conditions to apply for ADA relief. They use the same process for ADA accommodations and return to work from Worker's Comp. Jill Hess, Program Coordinator, Division of Diversity, Equity and Inclusion, and Marsha Payton, Assistant Director, Medical Management, are working on a process where they are looking at the employee but also those they live with. They will have more detailed information during tomorrow's Campus Conversation.

They've worked with faculty to get Fall schedules completed and now can focus on bringing staff back.

Lisa questioned that with the government's recent (yesterday) announcement they are extending unemployment including the additional pay, is that part of the conversations pertaining to existing furloughed employees or possible future furloughs.

Cris said their plan was to get through July and looking at the projections of a 5% budget cut, they hadn't had the forethought to look further down the road with extending the furlough.

Kevin asked what date it was decided to send email about potential compensation cuts. Amber is unsure but it was a work in progress several days prior to it being communicated.

The annual notice of appointment process for faculty and non-classified staff occurs every July. They knew there were modifications that needed made before July 1. Even though classified staff do not have an annual notice of appointment the University thought it was something they should be aware of going forward. That was a last-minute decision that she was unaware of during the group's last meeting.

Thea asked if any contingent plans are being made if public schools don't open in September. Cris explained they are working on part of that and were planning on bringing that up today.

The Provost's Office has been working on grant funding through the Benedum Association for faculty. They've secured around \$160-170k and now are working on funding for graduate assistance. They're focused on the student experience in the classroom.

They're also gauging how it will affect staff which have more flexibility. The WVU Daycare Center is surveying parents (168 families) to understand their needs. They will then move on to a broader survey of the entire workforce. As of now, they don't have the numbers.

Angela was asked to address that they've been advised by Dr. Marsh to work from home, if possible, but a lot of offices are being asked to fully staff offices through the week. Cris explained if it's a student academic department, they want to ensure a positive student experience. If not, he suggests Employee Relations can mediate further.

The message they will relay tomorrow is that if you need to be on campus for the student experience, they want you there. If not, slow the spread by working from home.

Lisa said supervisors were given a report to fill out about a week ago pertaining to their offices' return to work plan. Angela also confirmed that, but they were told not to take ADA accommodations into account and then revisit those if that were to occur. Cris can look into that. Keep in mind there are 1,100 people leaders and some take a more traditional approach to things.

Thea was told they looked more at the person, not the position in the event you needed accommodations.

She also questioned if there is an outbreak in Ogleby Hall, for example, would it then be shut down and if so, what does that mean for online and in-person classes. Cris explained they know they will have coronavirus on campus this Fall, and their goal is to slow the spread. Cleaning is a major component and areas where they have an exposure, they may close floors or buildings for an indefinite time but will do the best to keep things going.

Thea added as of today, Mon County accounts for 1/3 of active cases in the state and 74% of those cases are age 20-21.

Cris understands there are three groups: one that went to beach and rented a house together, another was a group of local students going out, and the third were student athletes. One common denominator is the bars on High Street. They've been advocating with the governor's office regarding the local bars; close them and go to carry-out.

Amy questioned how they can control the students from having parties because that's an ongoing issue.

Cris understands that and the other item they advocate for is limiting the size of social gatherings. They can apply consequences to fraternities affiliated with the University whereas the independents, they would need to rely more on the county for assistance.

Peggy shared they received a call about a kitchen fire in a University apartment and when they arrived, no one knew the room was a coronavirus positive quarantine room. Two UPD officers, two facilities workers and a fire department crew were subjected. She understands someone's right to privacy, but this type of information needs shared with workers.

Cris agreed that is a good point. Right now, there's a small handful of people that are assisting where these are tracked by the Health Department and how that information is shared. He'll follow up on that.

She also asked in the event an employee is exposed and needs quarantined, where they can go to not harm their family. Cris explained they have dorm space for students to isolate so that would likely be utilized.

The accommodation process not only applies to ADA components, but a family member going through chemo or had surgery.

New Business

Amber clarified the additional \$600/week in unemployment benefits is federally funded and is scheduled to end on July 31. If you exhaust state unemployment of 13 weeks, you can apply for extended benefits of regular unemployment for another 13 weeks.

Dianne shared Statler College is down 600 students, including graduate and undergraduate. There are many international students who deferred to Spring. They are reaching out to students who have not been in contact.

Kevin saw numbers recently on July 2 that freshmen admission is down 700 from last year. The Provost's policy of academic suspension has been suspended. Those numbers will be awash since they're not suspending for low GPA.

Peggy shared they received an application for the Hearts and Hands assistance. An employee had a house fire. Unfortunately, Campus Ministries does not have a director at the time. They should have the position filled soon but don't have anyone to sign the check. The Executive Committee met and agreed \$500 be given to the family once the check is signed. Peggy will follow up.

Amy asked about the backpack drive this year. Peggy is unsure if that is possible as a group effort, but anyone can do what they wish on their own time.

Peggy encourages everyone to tune in to the Campus Conversation tomorrow.

Employees are receiving emails about the required COVID-19 testing. Furloughed employees won't be scheduled until they return to work.

Amber shared that Barbara Bodkins, who is on her team, will be retiring at the end of July which will leave a big hole in her unit and throughout the organization. Next election season for Staff Council won't be the same without Barb.

Nancy Bremar, previous Staff Council member and chair, sat in as a guest at the meeting. She misses everyone and encourages to continue to fight the fight.

Amy Matuga and Peter Liga also sat in as guests at the meeting.

Kevin was appointed to serve as Parliamentarian to replace Joan B.

Kevin mentioned he received his telecommunication work agreement and it noted any increase in bills for usage of electricity or internet is solely your responsibility.

Furloughed employees will need to go into the system to reactive their email and change password upon return to work. That will be available after midnight July 27. She'll ask Caitlin to share that on the Facebook group page for furloughed employees.

Amber is sending out communication to supervisors today or tomorrow who have staff returning next week.

President's Meeting

The President's Meeting is scheduled for Monday July 27, 2020 although Lisa believes he'll be unavailable so possibly Rob Alsop could step in for him. Agenda items were determined as follows:

- A possible bonus or salary upgrade currently for essential workers
- Thoughts on Mon County COVID-19 numbers and students coming back

Peggy will follow up with the President's Office with regards to the meeting and will let everyone know.

Adjournment

Lisa motioned to adjourn. Angela seconded. All in favor and meeting adjourned at 3:30 p.m.