



Meeting Minutes

August 19, 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	Y
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	N*
Stewart, Dianne	Program Assistant II	Undergraduate Admissions	Y
Tennant, Amber	Director	T&C, Employee Relations	Y
Torries, Michael	Academic Lab Manager II	Chemistry	Y
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	Y

**Excused*

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

Guest Speaker: Rob Alsop, VP for Strategic Initiatives

Call to Order

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

Angie Veltri, a new staff employee, briefly sat in the meeting as a guest.

Peggy was not able to attend due to work responsibilities.

First Business

Approval of June Minutes motioned by Terry. Angela seconded. All in favor and motion was carried.

Approval of July Minutes motioned by Kevin. Shirley seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie does not yet have a beginning balance. There was only one expense of \$21.20 for the telephone.

Amber added no one's budgets have been approved.

Kevin motioned to suspend approval of the Treasurer's Report until more information is obtained. Lisa seconded. All in favor and motion was carried.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they met in July which was also their retreat.

They elected a new chair, Jenna Derrico. Amy Pitzer is vice president and Chris Gray is the returning secretary.

Trish Humphries, Vice Chancellor for HR, Higher Education Policy Commission (HEPC), attended their meeting.

They are in the process of setting up monthly meetings via Zoom. They will meet in September.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they had a special meeting on Friday August 21.

Currently, there is a Title IX regulation emergency rule making out for a 30-day comment period regarding discrimination, harassment, sexual harassment, etc., and a BOG Student Life Rule regarding student rights, responsibilities and conduct.

They voted on a renaming of one of the venues on campus, which was approved.

She is uncertain when they will meet again, probably in September.

Guest Speaker

Rob Alsop, *VP for Strategic Initiatives*

Rob understands these past few months have been challenging with furloughs and working remotely. He thanked everyone for their commitment to the University.

They were concerned with Fiscal Year 20 and how everything would pan out. With furloughs and expense reductions, they worked their way back up to 69 days cash on hand. They were worried but ended the year at 56 days cash on hand and ended up at the \$10-12 million mark for revenue loss.

They owe the federal government \$8-10 million for payroll taxes which they will pay later this year.

Coming into FY 21, they did a 5% budget reduction in most units across the University for that budget. In comparison to January's budget, it's about a \$35 million difference.

There are no plans for a broad base Reduction in Force, not to say there won't be any. He doesn't believe any major salary reductions will occur.

As they moved many classes to online, they looked at the enrollment. As of now, they've not seen much of an enrollment decline.

They also believe the federal government will provide a stimulus package for higher ed in the coming months.

As of now they are doing contingency planning. For example, freshmen and grad students' enrollment declined by 4% and sophomore, junior and senior online enrollment dropped 8%, that would be a \$26 million reduction in revenue, so they'd look at some numbers. So, if they had to do something for personnel expense to save \$9 million by October 1 and there's no vacancies or anything, they'd give employees unpaid days off. Employees who make up to \$50,000 would have no adjustment to their salary; employees who make \$50-100k would be given a 3% reduction; \$100-200k would be 4%; \$200-300k would be 5%; and over \$300k would be 6%. That would get us to the \$9 million mark. This is something they hope to avoid.

If they had to more furloughs, they'd once again preserve employees' health insurance coverage.

Mike shared there were concerns about commuters who live out of state and travel to work on campus. Rob said they advised if you travel out of state to go to the beach or something, you need to quarantine for 5 days but that does not apply to commuter travel from home to work and vice versa.

Mike shared that Peggy had a concern about employees not being informed if a student has COVID and UPD having to go into their residence. Rob said everyone needs to wear a mask. We must assume there are those who are positive but have no symptoms. They will be receiving more data with regards to numbers on campus. They are working towards better communication with UPD from that perspective. If a student tests positive, they are moved out of the dorm into Arnold Hall. Their room would be disinfected by Facilities Management. They are still looking at that communication down the line.

With regards to students social distancing, Mike said Peggy suggested someone from Student Life walk around at night and hold students who are having parties accountable. Joan said Student Life has been working on this, but it takes time.

Rob agrees and knows of some people from UPD and Student Life who patrol areas. They will refer those students to Student Conduct who aren't abiding by the rules. There are talks of the reducing the maximum number of people from 25 down to 10 by the City. He spoke to Lee Smith, the administrator for the county health department, who's been having conversations with the prosecutor and shared that if you refuse to obey a local health and safety order, you can be charged with a misdemeanor and given a fine.

They've encouraged faculty to include class attendance and wearing a mask as part of their grade.

Rob receives a daily report with the number of positive cases per 100k people for Mon County. Our highest spike of 5% occurred in early July and now it's at less than 1%. Once those numbers get into the high single/double digits, that's an indicator that things are getting out of control.

With regards to community spread, if there are ten students at a dorm and two test positive, they'd quarantine the others then four days later all ten of them are sick and at Arnold Hall. In another week, if we don't have another 40 positives at the dorm, they've contained it. If that's not the case and it goes from 40 to 160 active cases and losing control, they'd look at where they need to go which would be to move all classes online for three weeks, much like Notre Dame. On the other hand, sending everybody home would bring in 20,000 families into town to get their kids which wouldn't likely help the situation.

Tiffany added she works and lives at a residence hall with 450 other students. Some are supposed to be quarantining but aren't and are asking what the consequences are. Also, no visitors allowed but she's seen many students from other dorms in there. They don't have enough people to stand by the emergency exit door monitoring it. So, if they move all classes online, they will need more support to contain them. Rob will have someone follow up with her.

There are no plans to outsource any unit. If there are several cleanings that need to take place due to an outbreak, they are contracted with Panhandle cleaning services to supplement that.

Committee Reports

Legislative

By Michael Torries, *Chair*

Mike did not have a report. He's just been watching the news and like many others, are wondering if Congress will pass another stimulus bill, which should certainly benefit higher ed.

Kevin added Mon County currently has five delegates as a unit, Legislative 51. They passed an amendment two years ago to have single member districts so that will produce more districts. The specific plan for those will be decided this term.

Compensation

By Terrence Dunson, *Chair*

Terry reported he sent out an email regarding the Big 12 numbers comparisons. Mike will follow up on the two schools he offered to research.

Lisa reminded them how the landscape has changed since January with COVID so that information may not align as it normally would.

The committee will discuss further.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported she received the list of the 15 applicants for the Tuition Scholarship for Children of Classified Staff but has not received any further information. Janelle is corresponding with the new person who is processing these in Financial Aid.

Dianne shared she's following up on the rollover of Staff Council's remaining budget from last fiscal year to supplement the Tuition Scholarship for Children of Classified Staff fund through the WVU Foundation. She believes the funds have not yet been dispersed but it was all finalized.

She followed up on that during the meeting and shared that they will have the awards entered by the end of the week to the eligible recipients. Dianne will follow up with the new person working in Financial Aid to question how exactly they are distributing the money among the recipients.

Brian said the PROMISE scholarship has waived the 3.0 GPA requirement for this year. That will result in more students this year and less going into next year if they don't meet the guidelines. Dianne added the PROMISE scholarship students are the ones that get our academic scholarships.

Welfare

By Amy Matuga, *Chair*

Amy did not have a report. They are usually working on the backpack drive/back to school supplies drive. Dana is doing her own backpack drive. She has around 25 kids. You can contact her via her personal email, danag1977@gmail.com if you wish to donate.

Melanie asked if they are planning to do the milestone years of service certificates. They will discuss further once they know the Council's budget. Lisa will check on printing costs.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported she received an email on June 26 informing her of her newly appointed seat as a Classified Staff Representative for the Athletic Council from President Gee (replacing Joan Baldwin) and provided her contact info. She has not yet heard back.

Transportation & Parking

By Terrence Dunson, *Classified Staff Rep.*

Terry reported the meeting scheduled for this month was canceled.

Lisa said people who are solely working from home and have parking permits were given the option to suspend payment for their parking pass until January. She is considered a hybrid worker (working both at home and on campus sporadically) and was not given that opportunity, although she asked.

Amy added if you do suspend it, we were told that you were not guaranteed your same parking spot when you reinstate it. Thea said she was trying to get a spot in a certain lot and was told none were available because they are being held for employees until January. Andrew confirmed that is the verbiage used on their website.

Student Retention Ad-hoc Committee

By Kevin Patrick, Jr., *Chair*

Kevin said they've not met. Peggy was discussing disbanding the committee during the last meeting but being that is a core focus right now, they will discuss further.

Tobacco- and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Michael reported they met on Monday. They learned that after the initial encounter with the Compliance Officer, no additional steps were being made and they weren't ensuring those people were taking the cessation classes.

They are removing the first initial, verbal warning. Now, you will get a written warning, which is step one. Your supervisor won't be contacted if you take a smoking cessation class within six months. The rollout of this updated policy is yet to be determined but possibly at the beginning of next semester.

The Compliance Officer that left was due to his wife getting another job out of state. They will be interviewing candidates this Friday. There are talks of hiring a part-time, second Compliance Officer to act as the gap between the student ambassador program which is at a halt as they lack graduate assistants for it.

Some studies that have recently come out said if you vape, you are five times more likely to contract COVID; if you smoke and vape, you are seven times more likely to contract it.

Terry asked how to stop Ruby hospital employees from smoking under the tree. Mike said to report them to the email/website, every day if you have to.

Old Business

The group must vote on a new Parliamentarian since Joan Baldwin retired. Kevin was nominated. No other nominations were made. Tiffany motioned for Kevin to serve as Parliamentarian for the remainder of the Staff Council term. Charlene seconded. All in favor and motion was carried.

Mike relayed Peggy is following up with the Hearts and Hands application we received due to an employee's house fire.

New Business

Amy said some employees don't have access to the internet or a smartphone to fill out the new daily wellness check or some have disabilities and can't get their wheelchair in there because the computers they have set up at HSC are located right beside each other in a small space and there's always a line of people waiting to use it. Amber advised they can call Shared Services regarding any accessibility issues and completing their daily wellness check.

Joan said many of her staff have a phone number to call and complete their wellness check.

Amber said the goal is to have employees complete their wellness check before they arrive on campus.

Melanie said some employees don't start until 7:00 a.m. and Shared Services begin taking calls at the same time so they're not sure how to complete it before they begin their shift. Amber said it is a brief survey that goes out to your email early in the morning. If they complete it once within a 24-hour

period they're good, so if they do at the end of their shift the day before, that pass is good for 24 hours. That is what she recommends for those starting at or before 7:00 a.m.

Everyone is asked to complete it daily even if you are working from home. HR partners will receive a weekly report to gauge who is completing the survey and reach out to supervisors regarding employees who aren't completing it.

Dana questioned what if you have a migraine headache or severe allergies that day. Will she not be able to come on campus because of it. The intention is if you have one of the symptoms you should not come into work that day. If the symptom resolves within 24 hours, you will likely be safe to return to campus. Amber said there is a committee working on all this and she's trying to get clarification about these types of questions.

Kevin said if a student refuses COVID testing, they will be given a \$250 fine and a hold on their record until next semester (Spring) but if they pay that fine they can still take classes now.

With regards to the current RIF's, Amber can confirm there were four individuals from four different areas who were RIF'd due to reorganizational needs. They have a 60-day notice period where they are still on payroll and to decide if they want to accept the severance package. Nothing within that process has changed.

The performance reviews will be deferred until January due to the unusual circumstances over the last few months. They will be having supervisor sessions for performance evaluation tools.

Barbara Bodkins has retired and Amber has yet to fill her position.

Terry said he received a KeyBank card from Workforce WV but did not sign up for unemployment. Amber confirmed there's been an increase in fraudulent unemployment claims recently. These are related to the PUA claims which are for self-employed or gig workers. There was not verification before these cards were sent out. This was a state-wide problem, not just WVU but they are receiving direction from the state which is on the Talent & Culture website.

Andrew reminded the group if you have a Rec Center membership, you can call Campus Rec to freeze your membership fees. Tiffany added if you use payroll deduction for it, and you cancel it, you won't be able to use payroll deduction again, you must pay in full upfront.

President's Meeting

The President's meeting is scheduled for Monday, August 24, 2020 beginning at noon via Zoom. The group could not determine any urgent items, so they agreed to cancel it.

Adjournment

Angela motioned to adjourn. Lisa seconded. All in favor and meeting adjourned at 11:33 a.m.