Meeting Minutes

April 15, 2020 | 10:00 a.m. – 11:30 p.m. | Remote Meeting

*Excused

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

The meeting was called to order around 10:10 a.m. and a quorum was established. Roll call confirmed who was present.

First Business

Approval of February minutes could not be done at the time. The group will vote/approve next month.

Treasurer’s Report

By Melanie Nichols, Secretary/Treasurer

Melanie reported a beginning balance of $2,321.88 in March with the following expenses:

-118.59 (General Office Expenses)
-21.20 (Telephone)
-375.17 (Travel)

=$515.06 total expenses. That leaves an ending balance of $1,806.82 which is 59.54% of our beginning budget of $4,610.00.

Melanie reported a beginning balance of $1,806.82 in April with the following expenses:

-21.20 (Telephone)
-180.78 (Travel)

=$201.98 total expenses. That leaves an ending balance of $1,604.84 which is 64.04% of our beginning budget of $4,610.00.

Amy motioned to approve the Treasurer’s Report. Joan B. seconded. All in favor and motion was carried.

Chair’s Report

By Peggy Runyon, Chair

Peggy did not have any new information to report other than what has been communicated to the organization.
Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, ACCE Classified Staff Rep.

Shirley reported they did not have a meeting.

Committee Reports

Tobacco- and Smoke-Free Steering Committee

By Michael Torries, Classified Staff Rep.

Michael reported he received an email which stated there have been a few incidents of smoking on campus.

Athletic Council

By Joan Baldwin, Classified Staff Rep.

Joan did not have any new items to report other than everyone should’ve received the email from Shane Lyons, Director, Intercollegiate Athletics and Associate VP, which stated they are extending the deadline to purchase season tickets. They are still discussing when the starting season will begin.

Student Retention Ad-hoc Committee

By Kevin Patrick, Jr., Chair

Kevin reported they had met one more time and decided with the campus closed, the April event is canceled. They spoke with Student Success about working with them once a semester.

New Business

Peggy has been researching bullying in the workplace. This issue has come up recently with many people experiencing different things but doesn’t necessarily meet the criteria for HR to be involved in it. People are facing stress and pressure in their workplace which is leading to calling in sick.

She will try to get that information uploaded to Files. The group discussed adding that information to our website under Staff Resources.

Terry shared he had sent an email to the Transportation & Parking Advisory Committee (TPAC) regarding paid permits while working remotely.
Peggy spoke with Amber about it as well. The University is mainly trying to stay afloat while still paying employees. The parking permit fees are paying the employees in Transportation & Parking. At this time, no reimbursements will be made.

Amber added a large amount of budgeting comes from the parking tickets as well so with no one on campus, there is no money generating.

We should try to keep a positive outlook and keep in mind the big picture. You are doing your part to help with keeping the University sustained at this time.

No reimbursements for paid permits are being made to students at this time, however, with the federal aid, there will be many ways to utilize that money but only students would be refunded. Employees will not.

You may cancel your Rec Center membership any time.

Peggy may reach out to the Rec Center regarding if any options will be given to employees like freezing their membership or another alternative.

We will have to wait to see what happens with the relief money. The governor sent out $100,00 to first responders and emergency personnel. Some of Peggy’s friends on the police force have received a $3-$8 raise on the hour but UPD is only receiving their regular pay. Students are not listening, to the point they had to take down the basketball hoops at the Rec Center and Towers.

With regards to the student who had tested positive, Amber reported the employees in Towers have all tested negative.

Melanie added that student was moved to Lincoln Hall where they don’t have to share a bathroom. Deep cleaning was done in the student’s previous dorm room.

There is currently a very low population of students who are still on campus – she thinks about 8 students are at the Oakland dorm and 25 at Towers.

There are contingent plans for Ruby Hospital to use Lincoln Hall if they have an overflow.

Amy asked if there any plans to RIF or for layoffs. Amber said she doesn’t know any specific information right now. The financial situation for the University is not great so everything is on the table. She’ll keep us updated.

WVU Sodexo employees are not using leave to get paid. Regular Sodexo employees were furloughed but they were informed the guidelines are different for WVU Sodexo employees. Those employees are either working remotely or have assignments at Café Evansdale. Their incentive tiered bonus will be deferred as to not negatively impact their unemployment benefit at this time. Once they are back to work, they’ll receive that bonus.

Brian asked if RIF’s happen, could they get unemployment. Amber explained per the policy, if an employee is RIF’d they would qualify for a severance package. They wouldn’t be eligible for unemployment until the severance pay is complete which is usually a year.

There may be other types of unemployment that would not involve a severance but would reduce the employee’s hours/pay which would make them eligible for unemployment benefits.
There will be additional unemployment money for distribution under the Coronavirus Aid, Relief & Economic Security (CARES) Act.

Amy questioned if any bonuses from the stimulus money will go to those who are still actively working on campus as essential personnel such as UPD. Amber does not believe there’s anything in the stimulus package that calls for hazard pay.

There will be a Staff Council sponsored blood drive on April 27th at the Erickson Alumni Center. So far, Peggy, Dana and Dianne will staff the table. If anyone would like to help, let them know. They will follow the social distancing guidelines and will be taking donors’ temperatures. There is a need for blood right now.

Angela had a few questions she received about if there will be reduced salary or hours as well as merit pay. Amber said nothing is off the table, but they want to be sure it would be made up in unemployment.

Performance Reviews may need to be pushed back to Fall.

Longevity pay should come out as scheduled sometime in July.

Peggy said if you know of anyone that may need assistance, let her know.

**President’s Meeting**

The President’s Meeting is scheduled for Monday, April 20th and will likely be held via Zoom. Peggy will reach out to see if he feels it’s necessary.

The only topic that would be discussed is mainly just how long we can sustain.

**Adjournment**

Terrence motioned to adjourn. Shirley seconded. All in favor and the meeting adjourned at 11:30 a.m.