



Meeting Minutes

June 17, 2020 | 10:00 a.m. | Remote Meeting

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Y
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	N*
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	N*
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

Call to Order

The meeting was called to order by Staff Council member, Lisa Martin, at 10:15 a.m. and a quorum was established.

The meeting was held remotely via Zoom. Amy Matuga attended as a guest and there were one or two other guests in attendance.

First Business

Approval of May minutes motioned by Charlene. Melanie seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, Secretary/Treasurer

Melanie reported a beginning balance of \$1,580.19 with the following expenses:

-\$76.00 (Trophies/(2) Classified Staff Emeritus Plaques)

-\$41.76 (Postage)

-\$21.20 (Telephone)

= \$138.96 total expenses

That leaves an ending balance of \$1,441.23 or 68% of our beginning budget of \$4,610.00.

Approval of Treasurer's Report motioned by Dianne. Joan B. seconded. All in favor and motion was carried.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, ACCE Rep.

Shirley reported they have not met but has spoken with a few ACCE committee members.

The ACCE retreat was originally scheduled for July 19-22 but they are considering having it via Zoom or something similar either Monday the 20th or Tuesday the 21st.

Board of Governors (BOG) Report

By Lisa Martin, BOG Rep.

Lisa reported they remotely met on June 2nd which lasted for two hours.

It was a good conversation which they discussed plans for a safe return to campus of our students, as well as faculty and staff.

There is a meeting scheduled for Friday, June 19th however, she will not be able to attend but will relay information as she receives it.

Committee Report(s)

Tuition Assistance

By Dianne Stewart

Dianne reported there were 21 students who applied for the Tuition Scholarship for Children of Classified Staff.

Financial Aid is concerned we won't be informing them the amount of the award until July which is past the deadline for notifications of late fees. She'd like to notify them but not pay out until a later time.

Lisa was informed by the WVU Foundation office that there is a total of \$3,154.00 available to award.

The committee would like to supplement the fund with the remainder of their last year fiscal budget which is \$1,441.

Lisa said we still need approval from Rob Alsop, VP for Strategic Initiatives, being they are state funds.

Amber reached out to Rob and should be hearing back from him soon.

Lisa spoke to someone at the Foundation who provided the amount. She then spoke to Tami Cira, Director, Administrative Financial Planning, who will oversee our transfer of funds. Lisa is unsure of how that will be done but is happy to help with overseeing that.

Dianne said they review the students' family income and all academics as well as their financial aid package. Depending on their need and academic performance, students are awarded different amounts.

Peggy motioned upon Rob's approval, that the remainder of our fiscal year budget be rolled over to the Tuition Scholarship for Children of Classified Staff fund. Shirley seconded. All in favor and motion was carried.

Peggy added the deadline to apply for Fall 2020 Tuition Assistance has been extended to July 31st.

New Business

Amber shared the HR partners are working with deans/supervisors to discuss which positions would be required to be on campus at some capacity. They will then contact them to discuss it. There will be options to self-identify if you are at high risk for COVID-19 which they will then work with Medical Management.

Angela questioned if there were guidelines by administration for essential employees. Many employees are receiving various guidelines from deans/supervisors. If you can work from home, then continue to do so and on the other hand, they're being told they should work in the office to make it appear more normal.

Amber and her group are working on the return to campus initiative and are developing a return to campus playbook for employees and supervisors which will include the University guidance and protocol. All employees returning to campus will be undergoing COVID-19 testing. One of our researchers developed a less intrusive test so that is likely what they'll be utilizing.

Dianne shared in her office, there will be students coming in so there needs to be at least one person staffing it while the rest are working from home and then alternate.

Amber said a main objective of the University is a less dense campus, for everyone's safety. There may be some employees who can do a hybrid schedule and work some weeks on and some weeks off campus and rotating those employees. This helps with contact tracing.

She advised to reach out to your HR partner for clarification.

Kevin questioned what criteria the ADA will be requiring to allow modifications for an employee to work remotely due to living with someone who is immunocompromised.

Amber explained if it's non-ADA covered, the request still may be covered under the newly expanded legislation and that request will go to Medical Management. The email to request a modified schedule due to a high risk is coronavirusmodification@mail.wvu.edu.

Amy asked what steps are being made to make sure furloughed employees who may not have a computer or smart phone to access the Campus Conversations.

Lisa asked that question before and was assured it was being taken care of.

Amber said the return to campus website and Campus Conversation are accessible to everyone.

Charlene suggested adding the link to the Facebook group for furloughed employees.

Peggy added some people don't have internet at home and could maybe only get online while at work.

Amber said the Campus Conversations are archived as well. The public library also has internet access. The most important Campus Conversation will be held in July which will address the return of furloughed employees.

Amber shared her group has been monitoring the amount of unemployment claims moving through the system. A week or so ago, there were around 30-40 employees who they still had not received a claim from. Shared Services reached out to those people on that list to ask if they needed help filing. There were some people they couldn't get a hold of due to incorrect contact info and some said they just started the process. A handful of people said they weren't filing for unemployment for various reasons.

They would like to know the reasons why these people are ineligible for unemployment or if it's the amount they would receive would be significantly lower than their regular pay. There have been a few cases of employees returning to work from the furlough if there is a negative impact on their financial

situation. They did ask Caitlin Renger, Project Manager, to post that to the Facebook group page for furloughed employees. They have not been contacted by anyone.

One person was offered to return to work based on their financial situation but was afraid of contracting the virus, so they declined. Another person did return to work based on financial impact.

Joan B. questioned if they choose not to apply for unemployment, their insurance premiums still need paid and will be billed. Amber confirmed that is correct. Some chose to waive insurance coverage during the furlough and others chose to have the deductions taken out of their paycheck incrementally upon return to work. There will be form to fill out and they will offer notary service at the Coliseum to complete those required forms.

Charlene shared if you are having problems with your unemployment, to contact Congressman McKinley's Parkersburg office, which is where her husband works. He handles those issues and contacts the Charleston office.

Amber added Shared Services works with Workforce WV as well to answer calls.

Joan B. is retiring on June 30th and Peggy said if anyone is interested in taking her seat on the Athletic Council, to please let her know by Friday next week. The President's Office will receive up to three names of individuals and will ultimately choose a representative to serve on that council.

Joan B. explained they meet three to four times a year but may be increased. They discuss GPA's of athletes and you can bring questions/concerns to the council.

Joan said it has been a pleasure serving on Staff Council for so many years and if there's anything she can do, please just let her know. She sends her love to everyone.

Peggy added she appreciates all she's done for the Council and everyone is sad to see her go.

The group will also need to elect a new Parliamentarian during an upcoming meeting.

Amber shared there is a special emergency leave which allows two weeks of leave due to any reason related to the COVID-19 and was approved around the time we moved to a remote work schedule and prior to the federal government's Families First Coronavirus Response Act (FFCRA). The WVU special emergency leave will expire after 90 days so that Rule will be re-presented to the BOG this Friday for an extension.

Amber explained the FFCRA provided for an expansion of the Family Medical Leave Act (FMLA) and covers compensation provisions. If you need to care for a loved one due to any reason related to COVID-19 that may cover your time off and the special emergency leave may also be a component.

You may apply for FMLA through Medical Management and the application process for special emergency leave is handled by the HR Partners.

Peggy added the WV Furloughed Employee Support Group on Facebook has been such a great resource of information. She thanked Amy and her committee for coming up with that idea before the furlough.

Also, the Faculty and Staff Assistance Program is there for those who may be need some help with mental health during these times. There are many resources available.

Tiffany said she's still working in her residence hall and has not been contacted about COVID-19 testing. Amber will make note of that concern.

Peter Liga who works in Maintenance and currently furloughed, attended the meeting as a guest. He thanked everyone for all they do and for the Facebook page. He questioned if the Council had heard any new information on guidelines for employees returning to work.

Amber said there have been requests to return some employees to work based on operational needs and those are reviewed case by case. For example, Athletics' had some programs that were available online sooner than expected and needed to bring back some furloughed employees to staff it.

Your return to work date is listed on your official letter of furlough email. The protocols for return to work are still being discussed and they will have more solid information to share during the Campus Conversation in July.

With regards to the COVID-19 testing, they are currently focusing on testing for the 30,000 students who will be returning to campus in some capacity and then they will focus on staff testing.

Brian questioned if they need to travel, are they required to be quarantined. Amber said if you're within the state, or a commuter, you don't need to but if you travel out of state, they ask that you self-quarantine for 5 calendar days before coming on campus. If international travel, it is 14 days of quarantine. Your supervisor would give you an at home assignment or if that couldn't be done, then your HR Partner would work with you.

Melanie's work group has really been struggling with keeping up with work orders across campus. She was informed that 8 of her furloughed employees will be brought back.

Guests were excused from the meeting to allow the group to discuss the President's meeting agenda.

Peggy shared some UPD officers sat and talked with people at a protest recently. They shared stories and their fears. There is a celebration planned for Friday for Juneteenth at the Lair. She's been assisting them with getting things set up and the President's Office is also helping with that.

President's Meeting

The President's Meeting is scheduled for Monday, June 22, 2020 beginning at 11:00 a.m. via Zoom. Agenda items were determined as follows:

- General update
- Travel for work under a constrained budget
- How what happens with public schools will affect staff
- Announcements coming up in July preview
- Recent protests and how it can affect campus safety

Adjournment

Joan B. motioned to adjourn. Thea seconded. All in favor and meeting adjourned at approximately noon.