



Meeting Minutes

May 20, 2020 | 10:00 a.m. | Remote Meeting

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	N*
Browne, Thea	Administrative Assistant Senior	University Libraries	Y
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Y
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	N*
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	N*
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	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	N*

**Excused*

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

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at 10:03 a.m. and a quorum was established.

First Business

Approval of February and April minutes motioned by Lisa. Kevin seconded. All in favor and motion was carried.

Treasurer's Report

By Peggy Runyon, *on behalf of Melanie Nichols, Secretary/Treasurer*

Peggy reported a beginning balance of \$1,604.84 with the following expenses:

-21.20 (telephone)

-2.26 (office expenses)

-1.19 (Printing)

= \$24.65 total expenses

That leaves an ending balance of \$1,580.19 (or 65.18% of our beginning budget of \$4,610.00).

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

Chair's Report

By Peggy Runyon, Chair

Peggy reported she has some items to discuss under New Business. She's been working a different shift so she's trying to adjust to that and keep up with everything.

Board of Governors (BOG) Report

By Lisa Martin, Classified Staff Rep.

Lisa reported they have been conducting meetings via Zoom along with their usual, closed meetings.

Furloughs were presented to them for discussion; however, no vote was taken.

Shane Lyons, Director, Intercollegiate Athletics and Associate VP, gave his report regarding Athletics.

The next meeting is scheduled for June although the exact date is yet to be determined.

Congrats to Dana for earning her undergraduate degree this month.

Committee Reports

Tuition Assistance

The group agreed to extend the Fall semester Tuition Assistance application deadline to July 31 to allow those furloughed to apply upon their return to work. The original deadline was June 15.

They will communicate the extension via ENEWS.

Amber will also contact Toni Christian, Director, Benefits Administration, to add this information to the list when HR reps reach out to furloughed employees to verify their contact info.

Welfare

By Amy Matuga, Chair

Amy reported they discussed a Facebook page for furloughed employees because she knows several people stay connected through social media so that would keep them engaged in what's going on.

They also talked about offering games like BINGO or sharing something positive on the Facebook page for a chance to win a \$5 gift card at Wendy's or wherever.

Amber thinks the concept is good if it's organic; meaning WVU would not have any affiliation with it which also means less restrictions. The administrator of the page would have to be someone not furloughed.

There's no harm in asking questions regarding the furlough but some items may need directed to Employee Relations. She'll reach out their social media person for more direction with that.

Amy is also concerned with their mental health with everything going on, she knows some people are struggling.

Amber said Janie Howsare, Associate Professor in the Faculty and Staff Assistance Program, is a good resource for help with mental health positivity.

Amy and Melanie also discussed the milestone years of service certificates for classified staff. They don't want that to fall to the wayside.

Peggy said they can look at that again in August. Lisa is willing to get a list from HR along with printing info.

Tobacco- and Smoke-Free Steering Committee

By Michael Torries, Chair

Michael reported he received an email on April 30. There was no official report, but they said they'd continue to communicate.

New Business

Amber relayed Shared Services is providing assistance to Workforce WV with regards to the furlough. They are very knowledgeable about the process. They cannot file a claim on behalf an employee.

Furloughed employees may apply on May 24th.

Lisa shared her contact info if anyone needs any help navigating the process.

Peggy added Delegates Danielle Walker and Barbara Fleischauer will also assist with any unemployment issues. They are on Facebook.

Brian said under the stimulus package, people working as essential personnel received a \$3/hour raise. Peggy said UPD has not, only EMS and hospital employees. There are talks about a second stimulus package but that is to be determined. The \$100k given by the governor didn't nearly reach all essential personnel across the county.

Lisa questioned why the list of participants in the Zoom call to furloughed employees could be seen by everyone. Amber was not aware of that; she apologized but keep in mind those benefit sessions were voluntary.

Lisa said RIF's were not mentioned in Shane Lyons' report to the BOG. Amber said those few employees who were RIF'd were not included in the furlough notice; they were given their 60-day notice period. Lisa shared the email said the RIF happened on a Thursday then terminated on Friday. This employee had over 20 years of service.

Amber said the Furlough Review Committee also reviews RIF's. She apologized for not giving Staff Council a heads up regarding those as a lot has been happening. Athletics are in a unique position than everyone else. They may face more challenges down the road.

A few leaders have brought up a few RIF possibilities, although nothing massive. The committee will review in June.

Amy asked about some paperwork that Toni said would need notarized. Amber verified that pertains to benefit coverage and premiums upon return to work.

Lisa questioned why the Faculty Senate secretaries were not considered for the furlough but Janelle was. Amber explained they began with a large group; leaders gave criteria; and the committee reviewed it.

One of the Faculty Senate secretaries is a 9- or 10-month employee so she'll be off contract during the summer. The other secretary was determined to have specific duties pertaining to the curriculum for the fall semester during the summer.

Peggy added that Amber had discussed it with her, and she talked with Janelle. She's okay with it considering her family responsibilities.

Melanie asked how many furloughs were appealed. Amber said they are finalizing today to get cases out to the committee. There are about 50 cases under review; 20-25 came through Employee Relations which will be removed from the list due to having a significant financial impact. The others came in through half supervisors and half by employees.

Melanie is concerned that people will be blindsided by the Social Security component when applying for unemployment.

Amber advised to use the calculator on Workforce WV's website to determine your estimated pay. They are anticipating an influx of questions on Monday.

Melanie relayed all but one of the employees at Towers were furloughed. Joan C. questioned if they looked at operational needs. They also have Public Private Partnerships (PPP) during summer and she's left with only three staff.

Amber wasn't involved in that assessment. She does know that skills, performance, and seniority were looked at. She suggested to reach out to Jamie Kosik, Associate VP for Facilities and Services, for more information.

Lisa is unsure of how many Staff Council members are furloughed so she questioned how the group will go about future meetings.

Kevin is proposing an amendment to the Bylaws regarding a proxy vote in your absence. Charlene added furloughed employees couldn't proxy vote as that's considered working.

Lisa motioned to table the proposed Bylaws amendment until August or the first meeting after the furlough period. Andrew seconded. All in favor and motion was carried.

Amber said several members are on the list and suggested to maybe not meet in June then move the July meeting to the last Wednesday.

Amy questioned if we have open meetings anyway could we still attend. Lisa said you could sit in during the meeting but could not participate in conversation.

Amber said if there was a way to open the Zoom call to the public, then it's a possibility.

Peggy said the Executive Committee will talk about these items and try to get some info out to the group by Friday.

Joan C. serves on the furlough faculty & staff committee. They are just discussing items but there's something in the works for fall semester with regards to returning to campus. Amber and Melanie also serve on the committee. They are meeting Friday which will be their last meeting.

Amber said the School of Public Health is focused on the safety of students returning to campus. There will likely be sub-committees formed over summer.

Joan B. is out on medical leave so the group discussed who will take over her duties as Parliamentarian. That voting item must be shared with group 5 working days prior to the next meeting.

The group discussed having a June monthly meeting via Zoom, as well as a President's meeting. Furloughed members could give their questions to an active Staff Council member. They could share the monthly meeting Zoom invite via ENEWS.

President's Meeting

It was suggested to have the meeting this week, before the furlough begins so that everyone could attend. The meeting is scheduled for Thursday, May 21, 2020 at 2:30 p.m. via Zoom. The only item for discussion is RIF's.

Adjournment

Lisa motioned to adjourn. Melanie seconded. All in favor and meeting adjourned at 12:10 p.m.