

**STAFF COUNCIL MEETING**  
**July 30, 2020**  
**10:00 AM (Via Zoom)**

**Present:** Brad Forshey, Melanie Cheek, Kelly Baker, President Greiner, Vincent Sirianni, Jason Coleman, Michelle Stack, Savannah Moore, Kyle Cooper, Tasha Taylor, Erika Rohrig, and (unknown attendee via phone).

The meeting was called to order at 10:00 am by Chair, Brad Forshey.

- I. June Meeting Minutes – No additions or changes to last meeting’s Minutes which were approved and adopted. Will be posted to the website.
  
- II. ACCE and EEO Group 1 Vacancy – Staff Council sent out an email about the special election that is needed. The Election Committee was asked to go ahead and follow the election bylaws. It was run by Police Chief Joe about Tasha Taylor being Group 6’s representative and he was in agreement with that. Jason said the election committee met and things are moving forward. Elections will begin August 11th with the results of the election announced August 17th or 18th. Reminders will be sent out. It was asked if a person could run for more than one position. Brad looked at the Bylaws and said he did not think you could. Kyle Cooper suggested that if somebody is nominated for two position that that person is contacted and asked which position they would want before going forward. The next Election Committee meeting will be August 3<sup>rd</sup>.
  
- III. Bylaw Amendment Discussion – (Brad, I didn’t hear anything about this on the tape. Did we even discuss this or was it so minute that I missed the discussion?)
  
- IV. Goals – Brad has asked in a prior meeting to bring any goals that they might have to the table. He said he wanted Staff Council to be more involved with the move in process but with Covid this hasn’t really been possible. Maybe make that a consideration for next year. Tasha Taylor mentioned having a Staff Handbook. Kyle Cooper remembered that Brian Schamp was working on a staff handbook

but not sure if it was completed. Need to check with HR. Brad will send out an email with what he finds out. Kyle Cooper said he wants to make sure that when presenting anything to the campus, President Greiner, etc. to keep those things of a positive note. Tasha Taylor said we should start thinking about the Staff Scholarship Fund and getting the applications out soon. Brad said he would try and reach out to the Committee and get an update for our next meeting. For our next meeting Brad said he would like to have more suggestions for goals to have a positive impact on our campus.

- V. CIRT Team – Brad said that vending machines will soon be installed on campus. You can swipe your Topper card to get masks, sanitizer, etc. He reiterated that we still need to self-monitor, self-report, and follow all of the guidelines for Covid safety. As staff, we need to lead by example. Dr. Greiner said Return to Work Guidelines will be posted today. They are following the Governor’s orders which change regularly.
  
- VI. New Business – Dr. Greiner said Fall classes are still scheduled to start August 17<sup>th</sup>, with arrivals beginning the 8<sup>th</sup>-16<sup>th</sup>. These will be on a rolling schedule. Students within 250 miles can drop off and return home; move than 250 miles away, they could move right in. Classes will be a combination of hybrid, Zoom, and in-seat. Something that is new is testing for students will be required for out-of-state students, international students, and any students living in the residence halls. West Liberty will be working with the local Health Department to implement the testing. Staff volunteers will be needed to help assist in the testing process. At this time no employees will be tested but that could change. Savannah Moore asked about the issue with having small children at home and how to return to work and if there is a policy to work remotely. Dr. Greiner said anyone with medical conditions or any other complications should work with their supervisor and HR.

Meeting adjourned at 10:28 am

Minutes taken by Carol Wood, Secretary