



### **REGULAR MEETING** – December 13, 2018

Present: Sue Garrison, Michelle Panepucci, Jason Coleman, Rhonda Tysk, Kelly Baker, Dawn Swiger, Laura Musilli, Sherri Mason, Sara Sweeney, Liz Richter, Diana Harto

The meeting was called to order at 1:32pm by Interim Chair, Sue Garrison.

Review of meeting minutes; Approved

### **CABINET MEMBER UPDATE:**

None for this month. Ron Witt is on the schedule for January.

### **BOARD OF GOVERNORS (BOG):**

Rhonda Tysk reported that notes for the November 28<sup>th</sup> meeting will be sent to staff by email after she compiles her notes. Discussion was had stating that Kelly and Dawn spoke to the BOG to address concerns previously brought up to staff council. The BOG was asked to review compensation guidelines. Pat Ford stated that they will decide if it will be brought to executive committee. The executive committee meets two weeks prior to the regular meeting. The next meeting will be held on January 30<sup>th</sup> therefore the executive committee may meet around January 16<sup>th</sup>. It was suggested that a survey go out to staff to see if there were further opinions and concerns on the matter. Rhonda volunteered to build a survey to go to staff for feedback. Any questions can be emailed to Rhonda at [tyskri@westliberty.edu](mailto:tyskri@westliberty.edu)

### **OLD BUSINESS:**

**Jeans Friday:** Next date will be January 25<sup>th</sup>.

**Nominations/Elections:** Sue passed out a handout for the WV School of Osteopathic Medicine Staff Bylaws so that we can use it as an example as how to review and build new bylaws. Discussion will take place at a later meeting.

**Hein Award:** Need to follow up with Katie to see if there was any news.

### **NEW BUSINESS:**

#### **Committees**

**Staff Development:** Each cabinet member is responsible for collecting and approving these requests.

**Ombudsperson:** Will need to reconnect after the new year. Ombudspersons information is as follows:

Beverly Burke

Telephone: 304-639-0685

Email: [burkerus@comcast.net](mailto:burkerus@comcast.net)

Dr. David Javersak

Telephone: 304-232-8389

Email: [djaversak15@comcast.net](mailto:djaversak15@comcast.net)

**Staff Scholarship:** No report.

**Fundraising:** Jason reported that the 1<sup>st</sup> deadline passed but the next deadline is December 19<sup>th</sup>. In addition, electronic payments through Ginni McFarland with the Foundation.

**Social:** No report. However, the Engagement Committee launched the Faculty Staff Alliance recently. Assignments were made and should be sent out early in the spring semester.



**Human Resources:** Diana reported that the Blue Ribbon Commission executive summary was completed and submitted to the governor. HEPC may be renamed to the OPE, Office of Post-Secondary Education. A review of services provided will be done. The president will submit recommendations. Brian and Diana recently went to Charleston for Market Pay training. The Job Classification committee is still reviewing job titles. There are multiple job titles across the state and each family is reviewed to line up with CUPA, College University Professional Association. West Liberty will review administrative family first. A yearly review of positions should take place with the performance reviews.

**Other Business:**

**The next meeting will be held on Thursday, January 10 at 1:30pm in the BOG Conference Room, 2<sup>nd</sup> floor of Shaw Hall.**

Meetings are open to all staff. Reminder to staff that information can be found on the web at <https://westliberty.edu/faculty-and-staff/staff-council/> including the meeting minutes.

Meeting adjourned at 2:42pm

Minutes respectfully submitted by Michelle Panepucci