

STAFF ADVISORY COUNCIL MEETING
February 25, 2021
10:00 AM

Present: Tasha Taylor, Jason Coleman, Savannah Scott, Joe Wakim, Brian Schamp, Bree Blum, Kelly Young, Erika Rohrig, Kelly Quigley, Michelle Crow, Katie Cooper, Michelle Stack, Vincent Sirianni, Rhonda McCullough, Emily D'Aquila, Aaron Kuhn, Diana Harto, Dr. Evans.

- I. Meeting Minutes – The Minutes from last meeting were approved.

- II. EEO Groups - Tasha brought up questions about the EEO groups and West Lib's alignment with the State. Brian Schamp from HR spoke about the EEO codes and how they are outdated. Brian said he ultimately would like to export a report out to the State system to keep things updated. He said they would manually update this time but adjust going forward. Brian said there should be nine EEO codes, which are current and will align current employees to. He will email it to Tasha and she can email out. Tasha asked if Staff Council could stick with its current six groups or have to align with the State EEO groups (9). Diana Harto said that she thinks the State EEO is just for classified staff so there are liberties we could take with our own EEO categories. Tasha said we would need to have discussion on these now and maybe make some changes.

- III. Presidential Update – Dr. Evans joined us and wanted to greet everyone and let us know how happy he is to be a part of the West Liberty family. He appreciates the vital roles that we all play in the University. He said he is here for everyone and totally supportive. His office is always open.

- IV. Fundraising Updates – We will continue with the parking raffle in the Fall so push tickets in your areas. Use the tickets that were emailed in the Spring. Tasha did get the Dollar per Pay set up and wanted to get the go ahead from Staff Council. All in favor so the link will go out tomorrow. Birthday cards were sent out for January and

- February and Bree will start sending out the rest. Bree brought up whether or not we should have everyone sign the cards or have one person sign for everyone. Bree said that she found at cards at Walmart and if she purchases 144 cards x 2 it would be \$57.98. It was put for a vote to do this, all in favor so Bree will go ahead and order these. Bree will purchase on her Pcard and she will do a disbursement form.
- V. ACCE update – Vince emailed an update to everyone. Highlights were the January ACCE meeting was transitioned to an Executive Committee meeting. The main topic was Legislative Priorities for the upcoming season. Secondly discussion of Job Classification Committee; and impact of Inclement Weather Policy. Updates from Patricia Humphries regarding JCC (above), Inclement Weather Policy, Legislative Session updates.
- VI. BOG update – the meeting was barely 30 minutes. The Minutes are up on the website. The Directories outside of Shaw and the Quad were donated by Student Government. Dr. Evans did say the priorities are enrollment, financial stability, student success on campus, community focus, and alumni engagement. In addition, it was reported might have a positive budget by the end of the year.
- VII. Old Business – Meeting with the BOG. Tasha said she would like to go to Dr. Evans and is looking for volunteers to go with her and set some groundwork with him about staff concerns and our and his direction. Amendments to the Bylaws, Tasha said we should do these all at once. We will have that discussion once Brian gets her the list.
- VIII. New Business – Comments on Policy #123. There were two proposals to discuss regarding proposed changes. Section 3: Policy Development; and Section 5: Presidential Review and Approval Process of WLU Policies (see attached policies). Tasha asked if everyone was in agreement and submit as comments from Staff Council – all in agreement to submit. Kelly said she thinks Tasha should submit them as Chair. Vince said he thinks it is a 30-day

comment period and then they go back to Brian. Tasha will get out this afternoon or tomorrow morning. Everyone agreed. Tasha said that in Policy #123 it states that there should be a representative from Staff Council. Dr. Crawford said we have Mary Ann Edwards on the Committee. Should we continue to have Mary Ann continue to do it or have someone from Staff Council do it in her place. Tasha asked if anyone had any objections to talking to Mary Ann to come to our meetings and if she does not want to that, we should select someone from Staff Council to be present at that Committee.

- IX. Staff Concerns – reduced hours for staff members. Several people have had their hours reduced but yet we have hired 9 FT employees since then. What is the policy and procedure? Why aren't these employees with reduced hours returned to FT? Where does Staff Council go with this regarding getting answers. Several different answers were given to employees affected by the cut hours. Brian Schamp said that questions should be directed to the Supervisor of that Department or Cabinet Member. Tasha asked if we should make a recommendation to the Policy Committee. Tasha said she will add this to her list to talk to Dr. Evans about.

- X. Staff Awards – Tasha was excited to announce that the Foundation Guidelines have been changed to include staff so we can give the Hine Award out this year. She has a message out to Angie to contact her on what we can give out as far as the years we missed or just this specific year. This award is \$500.00. She thinks that the award is given out in June but once she gets all off the information from Angie she will pass this along to Staff Council.

Meeting adjourned at 11:03 am.
Minutes taken by Carol Wood