



Staff Council Meeting Minutes/Notes

SEPTEMBER 16, 2021

10AM

ALUMNI ROOM/ZOOM

- I. **Meeting called to order at 10:05 AM**
 - a. **Motion by Kelly Baker; Second Jason Coleman; all in favor**
 - b. **16 in attendance in-person and via Zoom**
- II. **Presidents Update**
 - a. **Dr. Evans was not present in-person or via Zoom to participate**
- III. **HR Updates**
 - a. **Diana Harto presented various updates**
 - i. **HR Rep will attend once/quarter**
 - ii. **Academic Contract workload are a busy time, but that is coming to close**
 - iii. **COVID-19 Information**
 1. **Early September reports show 86% of employees are vaccinated; this is above the national average**
 2. **Six (6) employee positive COVID-19 tests since start of semester; all have been vaccinated**
 3. **Stressed to the group that even though a person is vaccinated, they can still contract COVID-19 and get sick**
 - iv. **Compensation**
 1. **Difficult topic given current enrollment decreases as well as anticipated decreases in coming years**
 2. **President Evans, Lori Hudson (VP Fiscal Affairs), and President's Cabinet members are working to ensure that there is a budget line item dedicated for compensation increases for the future; this had not been the case in the past**
 3. **Analysis and planning to understand how competitive WLU wages are has not been a forgotten task**
 - a. **WVHEPC is scheduled to re-evaluate pay ranges every five (5) years; Diana believed this was probably past due**
 - b. **Diana anticipates within the next year WLU analysis will be completed with possible updates and recommendations**
 - c. **The Compa-ratio utilized to assess reasonable salary is 90%-110% of midrange as referenced by Diana**
 4. **Professional Development Task Force**
 - a. **Will be collecting names of interested faculty/staff**



- b. ***Short-term goal to brainstorm development needed and options that employees may want***
 - i. ***Could include guest presenters on/off campus***
- c. ***Budget still a concern – travel/development budget items typically cut first as needed***
- d. ***Tasha Taylor expressed Staff Council’s willingness to engage in discussions on this topic and help encourage this initiative***
- 5. ***Payroll Calendar 2022 available in MyApps under Forms section***
- 6. ***Tasha Taylor requested an updated EEOC list and additional updates at least every other month***
- 7. ***Employee Turnover***
 - a. ***Tasha Taylor inquired about if this is accurate and noticed as well as inquiring if WLU can actively do anything to address***
 - i. ***Diana referenced that reasons employees leave could be to relocate or to pursue better compensation (private v public)***
 - ii. ***Diana stated employee talent retention is always a goal, but can’t always address the varying reasons employees leave***

IV. Meeting Minutes-JUNE-JULY APPROVAL

- a. ***Kelly Young motioned; Jason Coleman seconded; all in favor***

V. ACCE Update--Yodev Ocasio

- a. ***Initial meeting scheduled for September 17 with WVHEPC reps included***
- b. ***Items on agenda***
 - i. ***Legislators work for institutional funding***
 - ii. ***HEPC information required from institutions and how often regarding compensation***
 - iii. ***Budget/money issues always at forefront where other items could be more pressing/discussed***
 - iv. ***With institutions moving away from Classified Staff, still noticing exclusive as opposed in inclusive language in state codes, etc.***
 - 1. ***If notice anything specific, please report to Yodev***
 - 2. ***Tasha Taylor pointed out that we are bound to state codes and we cannot update those as an institution, but need to address/report as noticed***

VI. BOG Update--Ryan Glanville

- a. ***New BOG members introduced at most recent meeting***
- b. ***Faculty rep Dr. Linda Cowan resigned position***
 - i. ***Dr. Jason Metz appointed new faculty rep***



- c. **Information about new crayfish center presented**
 - i. **State of art facility intended to be built near tennis courts will be great opportunity for undergrad/grad student and program appeal for research**
- d. **COVID discussions centered around health of the university community always being at the forefront**
- e. **Next meeting in October**
- f. **Tasha Taylor reminded those in attendance that board meetings are open to the public**

VII. Old Business-

- a. Nominations and election of Vice-Chair/Secretary
 - i. **Vice-Chair – Kelly Baker**
 - ii. **Secretary – Chris McPherson**
- b. Vote in Group 2 Representative
 - i. **Riley Schenk**
- c. Staff Scholarship updates
 - i. **Eric Burkle spoke on the group having \$900 to aware scholarships**
 - ii. **Two (2) \$225 scholarships awarded for Fall 2021**
 - iii. **Question raised about what funds may be available if the typical 4% ROI does not occur from base funds; need-based vs. not need-based**
 - iv. **Students receiving Fall 2021 are willing to share/release information about receiving**
 - a. **Work for Day of Giving Video**
 - b. **Be clear in future that not a requirement to disclose receive**
 - v. **Future Promotion**
 - a. **Email to make aware; no specific other ideas mentioned**
 - vi. **Question raised if recipients financial aid information made available**
 - a. **Able to view student financial aid package when decision made**
 - b. **Committee does not have access to names of those applying when making decisions**

VIII. New Business-

- a. Fundraising ideas
 - i. **Off Campus Steak Fry (March/April or later)**
 - ii. **Other off-campus options may engage more community members**
 - iii. **Any events or fundraising efforts work with Foundation to possibly identify matching donors**
 - iv. **On-campus breakfast with Santa**



- v. *Develop sub-committee to explore further*
 - vi. *Apparel Sale netted approximately \$450 last year*
 - 1. *Jason Coleman has contact at Shirts n'More*
 - vii. *Gun raffle tickets – is this possible?*
 - viii. *Dress-Down/Denim Fridays/Topper Fridays*
 - 1. *\$20 in past for last Friday of month*
 - 2. *TBD based on what is permissible*
 - ix. *Prime Parking Raffle ongoing*
 - 1. *Include faculty for future*
 - 2. *Parking assigns spot*
 - x. *Cash Bash*
 - 1. *Baseball had done previously and raised up to \$10,000*
 - 2. *Each person has “x” tickets to sell for “\$x”*
 - 3. *Identifying timeline for an initiative like this is crucial*
 - 4. *Email Tasha Taylor any thoughts on ideas for gun/cash bash options and/or partnerships that may be viable within the area*
 - xi. *Combine events with any raffles, etc.*
 - 1. *Ugly Sweater Contest*
 - 2. *Prime Parking Raffle*
 - 3. *Form Submissions*
 - b. *Staff Awards*
 - i. *Disappointed that the nominees were not mentioned at the meeting. Even if they weren't read, they should have at least listed them on the big screen like they did everything else. It was disrespectful to the nominees and to the people who took the time and effort to nominate them.*
 - ii. *Discussion to create Semester-to-Semester Staff award (Terrific Topper Award) with nominations occurring throughout the semester*
 - 1. *One (1) person formally recognized and all those nominated recognized at least as nominees*
 - b. *Diversity Committee Update*
 - i. *Chris McPherson shared the efforts of the committee in using grant funds dedicated to three initiatives: Sexual and Gender Identity; Black History Month; Women Empowerment*
- IX. Meeting Close – Kelly Baker motion; Jason Coleman second; All in favor**