



Staff Council Meeting
November 18, 2021
10AM
ALUMNI ROOM/ZOOM

- I. Presidents Update
 - a. Information regarding those that may reach out to President's Office and indicating President said call; awareness that was directed to office because reached out to President's Office
 - b. Commencement (December 11)
 - i. One ceremony instead of two
 - ii. Piloting graduating students grades submitted in advance of ceremony to confirm these students have fulfilled all requirements
 - iii. Honorary Degree Committee reinstatement from Provost's Office
 1. One staff member as representative of group
 - iv. Higher Learning Commission reaffirmation process
 1. Self Study to be submitted in Spring
 2. Offices will be contacted for information as needed
 3. Mission Statement to be updated/revisited – has not been updated in years; Task Force being created to enhance and make recommendation to President Evans and BOG
 - v. Enrollment
 1. Budget has \$2.7 million deficit due to projection differences vs. reality now
 2. Address through mindful use of funds moving forward and possible rightsizing
 - vi. Highlands Center
 1. New Executive Director Philip Carl hired
 - vii. Holiday Social will be planned for a future date
 - c. Questions
 - i. What is meant by rightsizing?
 1. President Evans response will require changes to make up deficit that includes cuts; some of the deficit can be addressed by HERF money; possible state assistance; CFO Hudson putting together historical analysis of what the institution looked like when student enrollment was as is now (2017 approximately)
 - ii. Anticipated faculty/staff cuts?



1. President Evans response that possible hiring freeze to not hire open positions; budget reqs to not be fulfilled unless a priority
 - iii. ACCE question – Possible legislation Code 18B-6 which guides the function of Staff Council; questions regarding any discussion from legislation President Evans is aware
 1. President Evans does not support any legislation that diminishes voice of staff and others at the university as part of shared governance
 - II. Meeting Minutes-OCT APPROVAL
 - a. Kelly Young motion to approve
 - b. Dr Saubier second
 - III. ACCE Update--Yodev Ocasio
 - a. Possible changes in how Staff Council functions and the power with these groups; includes discussion about Classified vs Non-Classified Staff; refer to earlier notes regarding question during President Evans session
 - b. Across campus difficulties getting staff members to take leadership roles
 - i. Developing survey for consideration in future for understanding why there may be barriers/reasons for people not wanting to be more involved in Staff Council; hoping to go out next calendar year
 - c. Starting in 2022 (from HEPC HR), additional benefits plan (Plan C)
 - i. Can go to HEPC website and type in [HSA \(Health Savings Account\)](#); can look up information currently to learn more
 - d. PEIA (Benefits Packages)
 - i. Starting in 2023-2024, premiums will be going up for 4 years
 1. 9% Year 1
 2. 16% Year 2
 3. 12% Year 3
 4. 12% Year 4
 - ii. Reported in [Charleston Gazette Article](#)
 - iii. Could also impact all state funding and TBD how this could impact Higher Education and WLU
 - e. Concord Reps Noticed
 - i. Full-time and not 12-month not accruing leave as should be
 1. If anyone in this situation, confirm with HR that you are accruing as should be
 - IV. BOG Update--Ryan Glanville
 - a. Subcommittee work happening at this time
 - b. Ryan assigned to Student Life Subcommittee and Governance



- i. Student Life – Focused on Enrollment updates and general reporting information from Scott Cook
 - ii. Governance – Working towards mission statement and creating committee with various stakeholders to update; reviewing Board Bylaws, documentation, and policies
 - c. Next Meeting in December
 - d. Last Meeting (November 3) called included the Censure of President Evans that also includes action plan for BOG to oversee policy of reunification and trust between President and WLU community
 - i. President Evans will be working with Faculty Senate Policy Commission to develop policy for plagiarism for WLU (faculty, staff, students); doing this University-wide is innovative
 - ii. Desire to move forward and reunify campus in a positive way
- V. Old Business-
 - a. Fundraising-Raffle approved
 - i. Meat Packages with small freezer
 - 1. Dates to be set; Coach Burkle working with Vance Printing to print tickets; March 1 is possible date to end ticket selling
 - 2. Asking \$5/ticket; hoping for 3-5 per staff member sold (1,000 total tickets to sell)
 - 3. Make up to \$3,500 if sell out of tickets
 - 4. Motion for \$250 to buy tickets from Vance
 - a. Motion approved
 - 5. Motion for March 1 Drawing Date
 - a. Motion approved
 - b. Terrific Topper-approved
 - i. Collaboration with Employee Engagement Committee
 - 1. Initial concerns with conflict with True Topper Award
 - a. Expressed this is ongoing and building positive atmosphere across campus and acknowledging the great things staff to day-to-day
 - ii. Building “Positive Paws” as part of nomination and as part of recognizing those nominated
 - 1. Adds additional layer to the goal of Terrific Topper idea; including campus inclusivity of faculty/staff
 - iii. Prepare for Spring rollout of this initiative
- VI. New Business
 - a. Discussion regarding best practice for sharing information by email



- i. As part of sharing staff survey to staff members
 - 1. Some staff did not receive
 - 2. Moving forward want to make sure those that need to receive certain items/information do receive
 - 3. Michelle Stack indicated conversation with Chris McPherson and setting up Google Group listservs for the groups and staff (minus cabinet as needed)
 - ii. What is the best option to create/share
 - 1. If do a Google Group(s), would have to be updated consistently with staff hires/departures/change of status
 - 2. Michelle willing to start with updates as needed due to normal updates with systems within current role
 - 3. Discussion that needs to be updated at least weekly
 - b. Review of EEO list
 - i. Was attached to previous agenda email for review; currently updated quarterly
 - ii. If any issues seen, contact Tasha for update (new Controller mentioned as needing to be added; starts November 22)
 - c. Topper Gear Friday's once a month
 - i. One Friday a month wear appropriate jeans and Topper Gear on Friday (possibly first Friday of month)
 - ii. Employee Engagement Committee Discussion
 - 1. Concerns of overlapping initiatives work
 - a. Discussion for more collaboration amongst groups so both have value and can help each other
 - b. Jason Coleman serves on Employee Engagement; can easily serve as liaison between groups and help connect when would be helpful
 - d. Committee for Plagiarism Policy
 - i. Formed for Ethical Standard for Employees
 - 1. Plagiarism (short-term)
 - a. Two volunteers
 - 2. One elected volunteer for Honorary Degree Committee (3 year term)
 - ii. Email to go out for nominations
- VII. Open Forum
- a. Molly Daniels – More about the purpose of the survey, who collecting data, what being use form, who sees it, will there be a report
 - i. Tasha response – When charges first brought forth, staff were informed this would be a faculty issue and staff would not be pulled into this discussion;



then BOG meeting vote and Ryan cast vote; feedback on both sides in favor of or had concerns; 44 replies to survey; this past survey was put out to provide incite on climate if further BOG meeting items for vote may come up and Ryan needed understanding; Tasha shared 6-8 people reported not receiving survey form; only Ryan/Tasha had access to view responses; decide; since no additional vote occurred and HEPC made choices for actions and Board voted on these actions; decided to end survey and move forward past this topic as consensus among Staff Council

- b. Kelly Quigley – Referencing policy/bylaws as to who should be included in membership of Staff Council
 - i. Discussion ensued about who should receive certain communication regarding Staff Council and what person(s) and groups of people are included in the different layers of membership of staff, Staff Council, EEO Groups, Staff Advisory Council, etc.
 - ii. Request for further review/discussion (agenda item for future) to clarify the language that guides membership to the various staff groups and layers of who should receive information/communication at different times (i.e. voting)

VIII. Close

- a. Motion and passed at 11:04 AM