



Staff Council Meeting

January 27, 2022

10AM

ALUMNI ROOM/ZOOM

Attendance (in-person and by Zoom): President Evans, Diana Harto, Tasha Taylor, Yodev Ocasio, Eric Burkle, Randy Hollingshead, Leeanne Cohen, Cathy Monteroso, Ann Saurbier, Jason Coleman, Missy Thornton, Ryan Glanville, Kelly Young, Erika Rohrig, Rebecca Meacham, Karen Gerardi, Kelly Quigley, Chris McPherson

- I. Motion to start meeting by Randy Hollingshead; 10:06 AM start
- II. Presidents Update
 - a. Dr. Cathy Monteroso serving as Interim Provost
 - b. Student Testing over 1,100 testing, approximately 6% tested positive
 - c. Employees also testing positive as lower rates (about 4%)
 - d. Pittsburgh Tech College Memorandum agreement now in place
 - e. WLU will be going through HLC Accreditation; Dr. Ann Saurbier leading efforts on this
 - f. Task Force for Univesrity Mission; Board approved change
 - g. Spring 2022 will be strategic plan review; updating to propel WLU over next few years as the current strategic plan is outdated; current plan has missing pieces (i.e. enrollment, financial stability, generating external funding); strategic initiatives need to be focused on in the future
 - h. HEPC funding formula model being worked; Dr. Christopher Treadwell putting together a formula that and an initial plan has been submitted to 2/4 year WV institutions; calculations on funding will be standard based on benchmarks that demonstrate growth and institutions will be rewarded based on these growth standards; WLU anticipates growing graduate programs and state has identified other areas (nursing, computer/cyber security)
 - i. Food Service contract with Sodexo is ending Spring 2022; bidding process underway with 3 vendors; these will begin within next 10 days
 - j. RFP for bookstore has gone out as well as this contract is nearing an end
 - k. Employee recognition day is upcoming in March; soliciting suggestions in how to celebrate our employees at WLU
 - l. HERF – currently have institutional dollars that need to go to students (totalling \$3.8 million); no specific restrictions on how students utilize
 - m. University giving at an all-time high within last month; WLU farther ahead than this time last year in University giving; BOG to meet February 2 @ 4:00 PM



- n. Questions
 - i. Tasha Taylor (Subway Area – update on what will be happening; this will be part of the vendor contracts; student input was solicited (only input of note was if a Chik Fil-A could be in this location)
 - ii. Presentations for vendor contracts will have an open opportunity for campus presentation with questions to follow
- III. HR Update
 - a. Diana Harto
 - i. Compensation Updates – Shared basic review of wages using the comparative ratio with Dr. Evans/Lori Hudson (includes min/mid/max for each position); midpoint is the competitive range (states goal is to get to 90-110% of midpoint; includes experience and other measured items); HEPC to reevaluate these ranges every 5 years (working to have market study completed prior to next year)
 - 1. Comparative Ratio (COMPA Ratio) – If person makes \$10,000 and the midpoint is \$20,000 (divide \$10,000/\$20,000 – this determines the percentage)
 - 2. Prior to Winter Break, 166 staff members evaluated; not a bad position, but looking to continue improvement
 - a. 18 (11%) were below 85%
 - b. 30 (18%) were 85-90%
 - c. 119 (71%) at 90-110% or greater
 - ii. Governor’s Announcement on raises/bonuses, etc.
 - 1. WLU will not know what this means for us
 - 2. Diana has talked with HEPC and this is the response
 - a. Will have to wait and see what the end proposed bill will be from the Governor
 - b. The amount provided to the institutions was 5% of the state employees average salary times the FTE that were in the general revenue/lottery funds; real amount is 5% of a budget; not necessarily a %5 per person (depends on the formula and how calculated)
 - 3. Hopefully will know more soon, but will be provided as able
 - iii. COVID
 - 1. 18 positive employee cases since beginning of January
 - 2. 14 were vaccinated/boosted
 - 3. Symptoms have been similar as Diana has been in contact with these people (congestion/cough/sinus)



4. COVIDtest.gov for link to access to free test options (being shipped to home – believe up to 4 test kits free per home)
- iv. Mandatory Trainings
 1. All faculty/staff/temp employees et al
 2. #1 - Building Supportive Communities (3rd in series of the Title IX Trainings; fulfills Title IX Compliance for this year; Everfi or Vector Solutions)
 3. #2 – Drugs & Alcohol in the Workplace (as required by Dept of Education each year)
 4. #3 – Data Security (IT policies dictate this training; will be doing this every year now as opposed to every other year)
- v. Faculty/Staff Alliance
 1. 13 staff and 13 faculty have signed up and the pairings will be
- vi. Policy/Procedures reviews ongoing by Stephanie Hooper and shared as needed with people who oversee those policies
- vii. Will be moving away from NeoEd; contract runs out in June and will not be renewed; have signed on with new vendor and implementation discussions will be starting in February; other updates to come to campus
 1. Application process will look different and plans to be more efficient, user friendly; also controls employee evaluations
- viii. Employee Appreciation Day is March 4
 1. No budget but still want to acknowledge employees; Tasha will be contacted by Diana
- IV. Meeting Minutes-NOV APPROVAL/No Dec Meeting
 - a. Jason Coleman motions to accept; all in favor
- V. ACCE Update--Yodev Ocasio
 - a. Vice Chancellor shared funding formula with those in this group; Yodev willing to share with those that may want to
 - b. Want to understand more about Governor's Office information shared about 5% raises
 - i. Received permission to edit WVU letter document to delegates, etc. to discuss more about the funding formula
 - ii. Yodev shared a drafted letter with the group for discussion regarding this letter with proposed changes; discussion ensued for edits
 - iii. Yodev will be editing and sharing with the group prior to sending to delegates during this session period
 1. Tasha shared that Dr. Evans will also be kept informed
 - iv. Yodev has a PowerPoint that can be shared upon request



- VI. BOG Update--Ryan Glanville
 - a. December 8 BOG Meeting
 - i. Multiple presentations from cabinet members that were addressed in Dr. Evans/Diana Harto's comments to the group
 - 1. Enrollment – As of December 8 meeting, apps up 17% and accepted students up 24%
 - 2. Financial Reports – Outside source completed and the financial audit came back without issue, aside from current budget deficit (approximately \$2 million)
 - a. Measures taken to address this deficit (some hoping to be addresses with funds from external affairs – donations, Highlands)
 - b. At that time, the donations were down on December 8, but has since gone up per Dr. Evans report
 - c. How does deficit look to impact employees moving forward?
 - i. No current discussions on any action, but there is a concern on if this would impact hiring open positions, etc.; no red flags were raised at that meeting
 - 3. Vote to accept new mission statement
 - 4. Overview from Executive Board regarding objectives of note (e.g student experience et al
 - 5. Ryan will provide additional updates at next meeting after next week's BOG meeting)
- VII. Old Business-
 - a. Raffle Tickets available – visit Tasha or you can get from a rep
 - i. Seem to be selling well at this point
 - ii. \$5 per ticket; selling 1,000 tickets
 - iii. Any interest helping sell at basketball games
 - b. Terrific Topper nominations (will go to January 31 for this month)
 - i. Vince Sirianni – MBA program assistance
 - ii. DiAnn Nickerson – Campus Ministry outside on first day of classes (that was cold) to hand out breakfast bars and help guide students to classes, etc.
 - iii. Tasha will be sending out emails/certificates and entered into EOS raffle
- VIII. New Business
 - a. Update on Birthday Cards
 - i. No update at this time
 - b. Review of EEO list (Deans)
 - ii. Deans were not included in these lists after move from Fall 2021, but looking to update and be in touch with HR to ensure updates



- c. Review of definition “Staff Membership” in Bylaws
 - iii. Table full discussion for next month; for those interested please review and submit suggestions to staff.council@westliberty.edu for further discussion/review/edits, etc.
 - d. Voting on University Mission statement
 - iv. No oppositions from this group on support
 - v. Yodev Ocasio inquired any date of formally being released; Ann Saurbier indicated it’s going through the review process of representative bodies like this for discussion, support, etc.
- IX. Motion to Close – Ann Saurbier; Yodev Ocasio second