



Staff Advisory Council Agenda **August 15th, 2024**
10AM STUDENT LEADERSHIP CENTER/ZOOM

- I. Roll Call of Officers and Representatives (Burkle)
 - A. In attendance: Eric Burkle, Lou Karas, Marcella Snyder, Michelle Stack, Andrew Lewis, Camille Irvin, Karen Gerardi, Tasha Taylor, Joe Gilbert, Sean Groch

- II. Reading of Previous Minutes: May (Snyder)
 - A. Minutes will need corrected and approved
 - B. No minutes from last month

- III. Reports of Committees
 - A. Financial Report (Taylor)
 1. No changes
 2. Disbursement was sent for Nicole Johnson's family
 3. Staff scholarship has been selected
 - a) Discussion in staff scholarship committee that documentation for scholarship and by laws differ on whether staff members require FAFSA
 - B. BOG Update (Karas)
 1. Lou's announcements
 - a) Michelle Heath was named Employee of the Month
 - b) Chris Smith awarded Hein Award
 - c) Andrew Lewis stepped into representative role for group one
 - d) Marcella Snyder attended ACCE retreat
 2. New member orientation for BOG members
 - a) Presented to by cabinet members
 - b) Required as part of the board membership
 - C. ACCE Update (Snyder)
 1. In Depth Review of ACCE Bylaws
 2. Resources Folder
 - a) Leadership information for staff council
 - b) Legislative tips, procedures, and laws.
 - c) Advocacy resources
 3. BOG Meetings, the role of ACCE rep and Chair rep
 4. BOG required to have an annual meeting with Staff Council



- a) Scholarship Fund
 - b) # and/or % of staff with degrees (untapped potential students)
 - c) Staff promotion #s
 - d) Number of staff who have left the university
 - e) Staff volunteerism
 - f) Report on positive information
 - g) Policy issues and concerns
 - h) Information on meetings with President and CHRO
5. Quarterly meetings with the President
 6. New ideas
 - a) Hallmark moments (birthdays, condolence, congrats) - cards
 - b) Social Media presence – highlight staff, birthdays, etc.
 7. On Boarding Processes
 8. Legislative outreach, do we reach out to local legislators? Create a legislative subcommittee
 9. I am on two new committees: Legislative Committee and Student Advocacy (will work with SGA)
 10. Next year of meetings set, next meeting at Bluefield on September 18th
- D. Scholarship Update (Billings)
1. Awarded one person a \$500 scholarship
 2. Link on the website states that employees applying need a FASFA, on the application it states that for the dependent it is required, but it does not state clearly that it is required for employees.

IV. President's Update

A. Updates to BOG

1. Strategic Initiatives

- a) Website, RFP for website redesign. This will be a yearlong process if we can afford the redesign. We will be making improvements.
- b) Online programs – working toward bolstering our online program for transfer students, readmits, those with associate degrees to develop programs for all online course work
- c) AI Task Force will be created
- d) The Great College Survey results will be coming soon, Dr. Borchers has requested some additional information. He will be presenting to the Staff Council and other groups in September.
- e) The Leadership Program will begin in September, there will be 12 members in first cohort.



- f) Freshman, transfers and returning students are higher than we projected for budget. 1863 head count (combined undergraduate and graduate students). 1495 undergraduate FTE (full time equivalent). This does not include dual enrollment students.
 - g) Vision Point final call for the year. We will continue to work with them, but in a more specific and strategic manner.
 - h) Katie Cooper is working on Strategic Enrollment Plan.
 - i) Appalachian Aquatic Center ribbon cutting will be this fall.
 - j) Active Shooter Live Exercise was held this summer.
 - k) Aviation classroom at the airport was completed.
 - l) Technology upgrades around campus in several classrooms.
 - m) Paving work complete at Main Hall breezeway, front of Rogers and front of Boyd.
 - n) Krise Hall has hot water again (it was out all of July)
 - o) HVAC is complete at the Library. Announcing next week some next steps for HVAC improvements coming in the future.
 - p) Athletics had recent interview night for fall sports.
 - q) Budget, net revenue of \$65,000 last year.
 - r) Foundation reported the revenue, made more this year than last year. There are some new funds developed for this year.
 - s) Day of Giving will be March 26th
2. Supervisor Retreat, August 30th to review a Supervisor Handbook. Ongoing Supervisor Workshops the second Friday of each month throughout the year with specific topics.
 3. President's Council this year we will need representatives from the Staff Council. Eric Burkle, Andrew Lewis, Sean Groch, Karen Gerardi, and we will need a representative from Group 5. They will meet the second Friday of every month from 1pm-2pm.
 4. University Planning Committee – would like two staff council representatives from two different areas. IRD, Student Life, Facilities, IT, Academic Dean will all be serving on the committee. They will meet the first Friday of every month from 11am-12pm.

V. Provost's Update

- A. University Welcome and Professional Development Day is Thursday, August 22nd beginning at 8:30am. Title IX training will cover the annual requirement so be sure to sign in. Lunch will be provided at the Bear's Den and an Open House at Dr. Borchers that afternoon.



- B. Nine new faculty members, one still pending. New faculty orientation was this week on Monday and Tuesday. Faculty contracts started two weeks before classes so they were a little more relaxed through the orientation and less rushed. Dr. Konchar Farr will meet with them monthly throughout the year to continue training both these first year faculty and second year faculty who started last year.
 - C. Program Review – already pulling data for the program review. Tom Cervone is BOG representative.
 - D. July 31st was the site visit from FAA for the aviation classroom. There were no concerns from the FAA inspector when he was on site. We are awaiting final work from Marshall University. There is an air show on Saturday, August 24th and the classroom will be available to view. There are eleven students who are starting in the fall semester and there are five who have already applied for 2025.
 - E. AI Task Force and Microcredential Task Force both being formed this year.
 - F. Retention Committee chaired by Andrew Lewis, working with EAB, and software through Watermark to focus our retention efforts. This will help streamline communication between departments to better assist and support students. Andrew will continue to push for all areas to address and support immediately those students who are showing warning signs of difficulty. The goal is a 71% retention rate which includes first time freshman retained to their sophomore year.
 - G. Dual enrollment has added business pathway and health sciences pathway.
- VI. Old Business
- A. Realignment of officers: Andrew Lewis will be stepping into the role of Group 1 Representative
- VII. New Business
- A. Reminder of food stability efforts including food pantry and free meal passes for temporary assistance
 - B. Frequently Asked Questions Document was emailed today with a lot of information to assist students during opening and fall semester.
 - C. Two kids on campus events at Center for Arts & Education: open at 7:45am through 4:30pm, dates are October 4 and November 1st and hopefully November 11th.
 - D. Trick or Treat on the quad tentatively October 31st.



VIII. Good and Welfare

- A. Nicole Johnson Donation was sent from our general fund to the family.

Motion to adjourn: Tasha Taylor

Seconded: Karen Gerardi

All in favor

*Please note that agenda order may change due to the schedule of Dr. Borchers, or other reporting representatives.