**REGULAR MEETING** –September 14, 2018

Present: Sue Garrison, Michelle Panepucci, Katie Cooper, Jason Coleman, Rich Blankenship, Cindy Gray, Robin Brunner, Alexis Montes, Laura Musilli, Diana Harto

The meeting was called to order at 1:34 pm by Interim Chair, Sue Garrison.

No meeting notes were available from the August meeting.

**BOARD OF GOVERNORS (BOG):**

No report: Rhonda Tysk absent.

**OLD BUSINESS:**

**Jeans Friday**: Next date will be September 28, 2018

**Nominations/Elections:** A review of the spring election process will need to take place in order to stay in line with state code. For now, council members will stay in their roles during the review process. In addition, the bylaws must be rewritten before the elections. Will discuss bylaws at next meeting. A copy is available on the web. It was reported that Bruce has taken himself off of the council. Sue made a note to follow up with him.

**NEW BUSINESS:**

**Committees:**

**Staff Development:** No report

**Fundraising**: On hold until fall, new ideas are welcome. Jenell suggested a lottery calendar or the DeFelice Pizza card program. Would like to still have apparel sale in the fall.

**Ombudsperson:** No report: Sherri Mason absent but Diana indicated that the new ombudspersons information is as follows: Beverly Burke Dr. David Javersak

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 Email: burkerus@comcast.net Email: djaversak15@comcast.net

**Engagement Committee**: Not a part of staff council but will coordinate. Diana reported that the committee took a brief break from meeting but plans to reconvene under the leadership of Ron Witt.

**Staff Scholarship**: Katie states that $1400 was given to 6 or 7 students. The fund is now drained so we really need to focus on fundraising.

**Fundraising**: Jason will do further research about the clothing sale. Sport Your Colors was used previously so he will touch base with them as well as look in to other options. Some suggestions were to add umbrellas and youth sizes to the selection of items to purchase.

**Social:** Employee events TBA. The conversion of G-Top to Pickles was discussed. The projected date of operation is set for early October.

**Human Resources:** Diana Harto discussed that the Job Classification Committee position review is still underway. Positions are being reviewed and job titles may be reassigned according to duties. Titles may change but pay will not be impacted.

Salary increases are set in Oasis on 9/29 which will reflect on the 10/26 pay check. Employees will be notified by letter. A flat amount of $600 per person will be given as well as some merit increases. Merit increases will be based on evaluation ratings and the quartiles. Those who had a needs improvement rating or started after October 1, 2017 will not be eligible.

**Other Business:**

A request was made to council about designating another free employee parking space in front of Shaw. Council suggested that more parking for visitors taking care of business is needed. For example, a 15 minutes parking space for those needed to run in to the building quickly to take care of business. Diana will address this with cabinet.

**The next meeting will be held on Thursday, October 11 at 1:30pm in the BOG Conference Room, 2nd floor of Shaw Hall.**

Meetings are open to all staff. Reminder to staff that information can be found on the web at <https://westliberty.edu/faculty-and-staff/staff-council/> including the meeting minutes.

Meeting adjourned at 2:20pm

Minutes respectfully submitted by Michelle Panepucci