



### REGULAR MEETING – November 14, 2019

**Present:** Vincent Sirianni, Cyndi Galloway, Marcella Snyder, Anthony Salatino, Brian Schamp, Denver Schuler, Shari Beckett, Shawn Mousourakis, Robin Brunner, Michelle Stack, Kyle Cooper, Katie Cooper, Molly Daniels, Scott Cook, Sara Sweeney, Stephanie Mills, Savannah Scott, Jenell Crinkey, Carol Wood, Dawn Swiger, Kelly Baker.

The meeting was called to order at 11:02 am by Chair, Jenell Crinkey.

**Meeting Minutes:** Minutes were reviewed and approved as written by all in attendance. These will be put up on the website as soon as Carol and Jenell get trained on the website.

**Bylaws Signing:** President Greiner was not in attendance to sign off on the Bylaws. Council will sign the Bylaws after several more changes are made.

**BOG Representative:** Kelly handed out meeting notes from the BOG. It was a very short meeting, nothing significant to report.

**State Staff Representative:** Dawn said that there are some things coming up through the State and she was able to speak with Delegate John Doyle who is on the Education Committee. They are discussing the Advocates Outcome Based Funding for Institutions which is how universities get funding according to what their university goals are. They are trying to change some of the verbiage in the State Codes regarding Classified and Non-Classified Staff. Still discussion of eliminating the HEPC. Dawn urged everyone to go to the ACCE website to see more detailed information.

### Old Business:

**Fundraising:** Jason said communication has not been good with the potential vendor. He may circulate an order form from a vendor that AT is currently using for their fundraiser. Talk of a steak fry has been put on the backburner for next year.





**Parking:** The Parking Committee (Marcella, Sal, Scott, Joe) were in attendance. Scott is in charge of the Committee and spoke a little about the process. They meet once a semester. Anything that comes to them will be discussed. Any recommendations/suggestions they come up with go to the President's Cabinet and they make the final decisions. Jenell said that a lot of people did not know that we even had a parking committee. Kelly brought up the fact that some elderly patrons to the Dental Clinic in front of Campbell have to park in other spots that are taken up by other visitors/students and they end up getting tickets. Scott told Kelly to give those tickets to him and he will take care of them.

**Elections:** Jenell talked that the with Bylaws being finalized and elections, we need to build up our representatives to where they need to be. She spoke with Brian and they are taking away groups numbers and they are no longer EEO groups and are changing it to Constituents. There needs to be another representative for Jenell's group. Jason will have to get with Brian and Shari and get with the group and get an election board. Jason said they will go ahead with the election via Google Forms, possibly at the beginning of the year. Katie brought up the fact that there are 3 representatives in the Professional/Non-Faculty and according to the Bylaws there should only be 2 so Jenell and Jason said this will need to be discussed. Brian asked if there was any reason why we weren't going to do a full blown election. Jenell said that is something that we have to decide as to what we want to do. Brian said there is nothing in the Bylaws that addressed overages so the question is do we do a full blow election – new bylaws, new election and it's done. Jason said he would be okay with that. Jenell asked Brian if he wanted to make a motion to have a whole new election and he said yes. Katie brought up the fact that you just can't do a new election for the BOG position since Kelly has already been sworn in. Katie said that according to the new bylaws if there is a vacancy then there needs to be a special election but she thinks that we need to be concerned about the three people unless someone is willing to resign. Brian said that with the numbers changing, bylaws, etc. that it would be hard to mesh it all and just think about what we are doing here. Dawn asked if anyone would want to step down to make it easier instead of doing a whole new election. Kyle seconded Brian's motion. Jenell asked if we had a quorum and proceeded to count which we did (4 out of 6) (Aaron and Richard were





not in attendance). Katie brought up that Jenell, Kelly & Dawn do not count toward a quorum according to the bylaws (Chairperson, BOG Rep and Staff Rep). Motion was put on the floor to do a whole new election. Michelle said that we cannot change the BOG rep who was sworn in for 2 years. Sara said we need to vote on the motion that is on the table because it has been moved and seconded so we need to vote on a full blown election or not, yes or no, per Robert's Rules. All in favor, 4 said Yes. It was not asked if there were any No's. Jenell said she would have to run this by Dr. Greiner since he has the final say and also see how we are going to do with the BOG rep. We will go from there once Jenell talks with him. We do need to get an election board together. Jenell asked if Kyle wanted to run because she would like to see him on the Election Board. Justin said that once the Bylaws are finalized, we are good to go.

### **New Business:**

**Staff Handbook:** Jenell said that one of the things that has been brought up is to do a Staff Handbook. She went out on the website site and there is a Faculty handbook and a Student handbook but no Staff handbook. Jenell will be at the next Faculty Senate meeting to see about their handbook. Jenell wants a staff handbook and Brian Schamp said it's 90% done and he has been working on it for the past year. There are just a few pieces that need to be added. Sara said that as part of the college's Smart Catalog implementation, we can actually digitalize handbooks so that when changes are made they get published faster so she will see about getting those added at no additional costs.

**Job Position Openings:** Shawn Mousourakis answered questions. Jobs are posted for 30 days unless otherwise specified. There are different scenarios for posting jobs, i.e. not getting enough traffic so the job may be paused or closed and pulled off, or if there is a lot of traffic it may be pulled before the 30-day period. Kelly asked if HR could send out to all employees for a first look before the public. Shawn said changes are being made and asked that if anyone has any suggestions or concerns to please see him. Dawn suggested there should be training for administrative assistants that are setting up interviews for job postings in their departments since this is not being



handled by HR anymore. Sara said that in Grad Studies, when Carol calls to schedule interviews.

**WLU Travel:** Travel has been coming up as an issue. Jenell read a statement from Any Baccelliere in regard to travel processing. Since the first travel meeting, the GSA per diem is now required and has been added to the form, although currently WL does not do a per diem. Jenell talked about various State institutions and how they do their travel reimbursements. Jenell said that Dawn has the ability to email other institutions to see how they process their travel so we can do this if anyone wants to see how other institutions do travel. Brian Schamp brought up as to how the Business Office advises employees about changes on forms from the State are given to staff – i.e. emails, etc. Sara said the Business Office site needs to be more user friendly and needs updated. And also that the Business Office needs to do more things on the website so that certain staff don't waste the better part of a day coming on to campus for things that could be done online. Vince said that having to wait on travel funds and the time lag for reimbursement will begin to impact employee retention.

Meeting adjourned at 12:24 pm.