



Staff Council Meeting

February 17, 2021

10AM

ALUMNI ROOM/ZOOM

Attending (In-Person & Virtual): Tasha Taylor, Ann Saurbier, Randy Hollingshead, Bob Saas, Leeanne Cohen, Michelle Heath, Kelly Young, Eric Burkle, Chris McPherson, Michael Smith, Yodev Ocasio, Kelly Quigley, Ryan Glanville, Brenda King, Jason Coleman, Cathy Monteroso, Riley Schenk, Mia Szabo

- I. Meeting Called to Order (10:01 AM)
 - a. Ann Saurbier motion to begin meeting
 - b. Kelly Young second
- II. Presidents Update
 - a. Presidential Environmental Scan – list of items that required attention from start of President Evans tenure at WLU to current (attached document with additional notes below)
 - i. Academic Affairs
 1. Bluefield State Expansion to the Wheeling area – SB 550 has resurfaced; SB 550 has already passed the Senate and is headed to the house for further consideration
 2. Stipends – No consistency; now a stipend process that is fair and consistent based on established criterion; specifically noting that when receiving stipend, not considered service
 3. Accreditation – Assurance review due at end of Spring; Dr. Ann Saurbier is leading these efforts
 4. Grade submissions at Commencement – As part of process to confirm that when a student walks across stage, they are truly a graduate
 5. Carnegie Instructional Hours – For every 3 credit course, at least 45 contact hours (15 per credit); part of compliance; led to further look at academic calendar (which is based on pay period start date)
 - ii. Athletics
 - iii. External Affairs
 1. Alumni Affairs Director selected; announcement to be coming soon



2. Inconsistent Signage - across campus effort; there is a process (cheerleader uniforms donor sponsor that included Dirty Dog Tavern logo did not go through branding processes)
- iv. DEI/Strategic Initiatives
 1. New Office
 2. Comprehensive Calendar of Events
 3. Dr. Akassi and Dr. Konchar-Farr co-facilitators and will be sending communication soliciting assistance with review
 4. Strategic Plan - needs to be reviewed/enhanced/updated
 5. Inconsistent data and reporting; get a better handle of that information and who should be reporting/providing information
- v. Fiscal Affairs
 1. Being sure that shared oversight in the process
 2. Cross Training – Sharing of information in being sure that when someone is out of office or no longer at WLU, operations can continue normally
- vi. Human Resources
 1. Professional Development Training – Bring this to campus/virtually
- vii. Legal Affairs
 1. Trademark issue – WLU does not own rights to WLU logo (Liberty University issues)
- viii. Operations
 1. Master facilities plan continuing to be updated
 2. Topper Village last phase entered – students moved in and no heaters in the bedrooms (this has been resolved)
- ix. Student Affairs
 1. COVID impacted recruiting efforts – now getting back into schools and having Black & Gold Days on campus
 2. Dining Contract – Ongoing process
- x. Foundation
- b. Gov Justice State worker pay raise
 - i. State finance committee approved Bill for 5% pay raise
 - ii. This bill is only for select group of state employees – this does not include higher education
- c. ALICE Training – effort to be prepared for active shooters/bomb threats; be proactive



- d. West Center
 - i. Has been overhauled and is now open for use by WLU and outside groups; Internal WLU groups can contact Kate Billings to reserve and external groups should contact Marcella Snyder
- e. Open Discussion
 - i. Tasha informed of the Staff Council letters from groups around the state to be shared with legislators regarding pay raise options that do not include Higher Ed
 - ii. Tasha question regarding unused scholarship funds in response to President Evans update
 - 1. Dr Evans indicated being more proactive in promoting this reality; for example scholarships that were earmarked for Education (don't have someone that meets the requirements within Physical Education/Health, but could this then be used for Exercise Physiology as a related area as permitted within funds provided/donors intent); WLU needs to do better in partnering with Foundation to identify monies and optimize as much as possible; Dr. Evans further commentary on how Foundation can partner with Deans, Financial Aid, et al to share information
 - 2. Ann Saurbier indicated this is a high priority for COB and that the COB Scholarship Committee, Fin Aid, and Angie Hill did a review of the scholarships within this area; found that some scholarships were designated for incoming FY students and working to be more intentional to promote to local HS for awareness; doing the same for continuing students opportunities (additional promotion, etc.)
 - iii. President Evans expressed appreciation for staff for university operations and shared the upcoming appreciation day
- III. Meeting Minutes-JAN APPROVAL
 - a. Kelly Young motion
 - b. Ann Saurbier second
- IV. ACCE Update--Yodev Ocasio-Update on Letter to Legislators
 - a. No update
 - b. Letter from last month's meeting is in final draft
- V. BOG Update--Ryan Glanville
 - a. Last meeting did not include any votes or major topics of discussion



- b. Departmental updates provided
 - c. Future outcomes-based funding discussed
 - d. Enrollment update
 - i. Spring 2022 6% decline from last spring semester
 - ii. Fall 2022 – Accepted students is up 15% compared to this time last year; 11% increase in submitted applications
 - iii. Housing apps increased 37% compared to last year
 - e. 2.7 million deficit discussed
 - i. Did include \$490,000 roof update to Main Hall that has to be done
 - f. Next fiscal year budget discussed
 - g. Financial Aid office reported needing to return CARES \$ to students directly; students have been informed of \$1,000-\$2,000 per eligible student
 - h. Lori Hudson – Business Office needs to be aware of fundraising efforts to be sure protocols/procedures are being followed
 - i. Tasha reached out for clarification on what needs to be done in regard to Staff Council Scholarship Fundraiser; update is that because these items are with the Foundation, not an issue as this would be more so if these were State accounts accruing funds from fundraising
 - 1. Ann Saubier indicates that the reason this was brought up as a potential concern is because this was a raffle fundraiser
- VI. Old Business-
- a. a. Fundraiser Update
 - i. About 300 tickets left in Tasha’s Office for purchase/pick-up
 - ii. March 1 Drawing
 - iii. \$ and tickets in by February 28 for deposit/confirmation
 - b. Terrific Topper-One nomination this month
 - i. Institutional Research & Assessment, specifically Sarah West from Sarah Schimmel within College of Education & Human Performance for her efforts for this area and most likely other colleges across campus
- VII. New Business
- a. Update on Birthday Cards (Bree)
 - i. No update
 - b. Review of EEO list (Deans)
 - i. Tasha reached out to HR and Deans are considered staff and welcome to be part of this group
 - c. Review of definition “Staff Membership” in Bylaws
 - i. Ann Saubier shared to do more thorough review of this in next meeting as agenda item and have printed bylaws available for review, edit, etc.



- VIII. Open Discussion
 - a. Staff Scholarship Committee
 - i. Reviewing information/guidelines with cap of what can be provided through Staff Scholarship Committee; will be discussed at next meeting; can be voted on within committee for change
- IX. Meeting Adjourn (10:49 AM)
 - a. Motion: Ann Saurbier; Second: Kelly Young