



Staff Council Meeting

**June 16, 2022**

**10:00 AM**

**Alumni Room/ZOOM**

Attending: Michelle Stack, Leeanne Cohen, Michelle Heath, Vince Sirianni, Bob Saas, Yodev Ocasio, Ann Saurbier, Ryan Glanville, Kelly Baker, Chris McPherson, Robin Brunner, Maureen Golick, Jason Coleman, Riley Schenk, Peggy Howell, Karen Gerardi, Kelly Quigley

- I. Call to Order
  - A. Motion – Ryan Glanville
  - B. Second – Bob Saas
  - C. Time – 10:08 AM
- II. Update from Lori Hudson, VP of Fiscal Affairs
  - A. Salary Enhancements – Current and Future Fiscal Year
    - i. \$449,938 was added to appropriations for enhancements in FY23
      1. Amount inclusive of benefits
      2. Presented in June meeting, but not approved by BOG
        - a. Unclear if that would be added to future appropriations (budget deficit, etc.); would a salary increase be sustainable
        - b. Lori reached out to Vice Chancellor for clarification
      3. Will be added to future appropriations and Lori will be presenting during August Board Meeting
        - a. Does not anticipate this will be issue to be approved because will not have to budget for additional
        - b. Used for salary increases only as determined by Administration
        - c. HR working to develop plans
          - i. Merit, Equity, Flat Rates, Pay Guidelines
        - d. Questions
          - i. Timeline Question – August meeting to be presented and October to be implemented (tentative timeline)



- ii. Staff have any say as in year's past? Diana Harto mentioned option for input; faculty is typically equity/merit based; staff input will be provided, but not current understanding as to how this will be considered/put into action
  - iii. How is data utilized to make these decisions? Report available to identify salary as comparison to similar-sized institutions
  - iv. Will Lori Hudson be able to attend meeting after August? Yes. Lori Hudson and/or Diana Harto can attend.
  - v. If a position is at its max, what option(s) may be available for enhancement? Would have to be evaluated by HR/Diana Harto
- B. BOG Meeting Recap of Finances
  - i. Approved FY22 Budget – Discovered deficit of nearly \$2.7 million
    - 1. Projected enrollment fell short (impacts tuition/fees/room/board revenues)
    - 2. Cuts made by previous CFO of nearly \$860,000 and were fixed costs that were necessary to operate; so the cut was made, but no planning as to how this would be carried out
    - 3. Not enough funds budgeted for institutional waivers
    - 4. Shortage in amount budgeted for salaries/benefits
    - 5. New Main Hall Roof was urgently needed for building operation
  - ii. Budget needed to be adjusted given all of the above
    - 1. Able to utilize CARES funding to help claim lost revenue (enrollment decline; paying delinquent student accounts receivable after COVID began)
    - 2. Able to utilize royalty income from gas revenues (funds are managed well)
  - iii. FY23 Budget
    - 1. Balanced budget submitted Mid-May to HEPC
    - 2. Cabinet-level participation and adjustments
      - a. Personal Services



- b. Adjuncts
  - c. Expense Categories (Leased housing facilities)
  - d. Foundation – will be utilizing available funds up front; will assist with operational expenses within budget
    - i. Pledged \$500,000 to go towards operational expenses; previously departments would make requests throughout year even if knowledge was there that it was a struggle from beginning of fiscal year; if money left after this, then additional requests can be made
  - e. Expense budget \$45.3 million
    - i. Based on projected enrollment; if falls short, this will need to be reviewed; if needed, consider additional revenue sources and/or cuts
  - f. Leased housing facilities negotiated to 3% reduction in rates
    - i. Topper Towers will only charge only for each bed occupied in addition to the 3% decrease
  - g. Questions –
    - i. Are there still going to be layoffs? If so, minimal and would be dependent on enrollment confirmation; would rather find ways to increase revenue than cut/layoff employees
    - ii. 12 positions rumored to be cut? There are 12 positions not being filled with approximate savings of \$621,00
    - iii. Right-sizing is needed, is this inevitable? Constant evaluations of what right-sizing means at WLU; do academic programs have enough students to justify moving forward as well as support staff to support
- III. Meeting Minutes – May
- A. Motion to Approve – Ann Saurbier
  - B. Second – Ryan Glanville
- IV. ACCE Update – Yodev Ocasio



- A. Monday Meeting – were not able to move forward with old business as Invited HEPC guests not able to attend for discussion
  - i. Made additions to bylaws discussion
  - ii. Retreat scheduled for next month
- V. BOG Update – Ryan Glanville
  - A. Discussion from various department-heads, including 55 page document of notes/information that was shared
    - i. Reason salary enhancements not voted on as indicated by Lori Hudson; tabled to confirm is sustainable before voting; recognition of ACCE group for assistance in lobbying
  - B. Program Changes
    - i. Marine/Aquarium Track in Zoo Sci
    - ii. BS in Data Science
    - iii. IDEA minor
    - iv. Med Lab Certificate – positive for additional credentials for employment purposes
    - v. Discontinued programs – programs not necessary cut, but revamped (DMD concentrations – last year to be offered)
  - C. Draft provided of the academic integrity policy
    - i. Part of President Evans censure follow up
    - ii. Still needs to be evaluated by legal counsel and other entities (e.g., Faculty Senate)
  - D. Full review of policies/procedures/information across campus to bring current
    - i. Website
    - ii. DEI Office
  - E. Aladdin Food Services – taking food service contract starting July 1
    - i. Renovations beginning over summer (Marketplace closing early July to accommodate renovations)
      - 1. Still will be food service options available in College Union until Marketplace reopened
  - F. Athletics – moving forward with branding initiatives for West Family Stadium
    - i. Several sports teams doing camps over summer



- G. Highlighted the Lavender and Multicultural Ceremonies taking place and the positive feedback from BOG et al
- H. Pushing that all employees be advocates for enrollment; this is everyone's job, not just Admissions
- I. Ryan offered opportunity to read full Board Report (55 page document) upon request
- J. No follow up questions
- VI. Old Business
  - A. None to discuss
- VII. New Business
  - A. Terrific Topper Drawing
    - i. Karen Gerardi (\$35 gas card will be distributed by Tasha Taylor next week)
  - B. Fall Fundraiser Discussion/Ideas
    - i. Jacob & Sons again
    - ii. Large Gas Card
      - 1. \$X per entry, etc. with a % going to the large gas card and rest going to the fundraising efforts
      - 2. Tiered-prize options for 1<sup>st</sup>/2<sup>nd</sup>
- VIII. Meeting Adjourn
  - A. Motion – Michelle Stack
  - B. Second – Ann Saurbier
  - C. Time – 10:40 AM