



Staff Council Meeting

**May 19, 2022**

**10AM**

**ALUMNI ROOM/ZOOM**

**Attending:** Tasha Taylor, Chris McPherson, Bree Blum, Andy Blum, Yodev Ocasio, DiAnn Nickerson, Eric Burkle, Jason Coleman, Maureen Golick, Diana Harto, Leeanne Cohen, Maureen Zambito, Robin Brunner, Logan Watson, Brad Forshey, Jaclyn Lander, Kelly Quigley, Riley Schenk, Brenda King, Missy Thornton, Ann Saurbier, Peggy Howell, Ryan Glanville

- I. Call to Order
  - a. Motion – Jason Coleman
  - b. Second – Eric Burkle
  - c. Time – 10:04 AM
- II. HR Update – Diana Harto
  - a. Open Enrollment closed May 15 (any changes after this date will have to be qualifying event)
  - b. Performance Reviews in progress – Supervisor’s doing ratings now, then continues through process until completed
  - c. Pay Increase Discussion
    - i. Initially did not think Higher Ed would be provided any funds
    - ii. Governor did put money for Higher Education Revenue Fund that was calculated per employee that is paid out of that fund (not everyone paid out of that fund)
      1. Example – Maybe 150 out of 300+ employees paid out of that fund; how do you distribute the eligible funds to WLU employees?
    - iii. Proposal to go to BOG to approve the pool of money that will be split between faculty/staff; once enrollment is confirmed and the budget plan is still secure, reassessment and if able an increase would most likely be applied in October
    - iv. Questions
      1. Maureen Golick - Increases made to get equal pay to those in need or across the board %?
        - a. **Harto Amended Response - This has not been decided at this time – some items that will be considered are: merit, equity, flat-rate percentage, and where can the most \$ go to be the most beneficial**
      2. Tasha Taylor - Will Staff Council have any input/vote on this topic?



# WEST LIBERTY UNIVERSITY

## STAFF COUNCIL

- a. Harto Response – Will come to this group with options and solicit input
3. Professional Development Task Force
  - a. Survey to campus on interests for development opportunities and interest to serve on focus group
  - b. Approximately 11 indicated would be interested in a focus group
  - c. Approximately 7 interested in doing a presentation
  - d. Next steps what can be provided and if there will be any \$ to put towards these efforts
4. BambooHR
  - a. NeoEd will no longer be available at end of June
  - b. Would like all employees to include a professional headshot
  - c. Can update personal information within the system if you would like
  - d. Future evaluations will come through Bamboo; this is the last year for NeoEd evaluations
    - i. NeoEd evaluations will **not** be transferred to Bamboo, so if a person wants access to previous evaluations they need to download now
5. Reductions of campus employees/jobs
  - a. This is an ongoing discussion at all times within budget discussion all years, not just this year
  - b. To produce a '22-23 balanced budget
    - i. Expenses were reviewed across the University and identifying where cuts can be made
    - ii. Leaving positions unfilled is an option (e.g. Athletics Maintenance)
    - iii. Student employment funds cut for next year
    - iv. Less adjunct employment
    - v. Personal Services – faculty/staff salaries budget line (approximately \$19 million) plus benefits (\$4.9 million); approximately \$24 million overhead combined
    - vi. There may be a few positions eliminated, but this will be very few
    - vii. Overall budget approximately \$45 million – showing that personal services is over half of the overall budget
  - c. Questions
    - i. Maureen Golick - If there are any changes made to employment status, how will this be delivered?



1. Harto Response – Addressed situationally based on the time period for which known by supervisor and others that need to be involved
    - ii. Maureen Golick - Have other options been considered (furloughs, reduced hours, etc.)?
      1. Response – Yes; all were considered
    - iii. Yodev Ocasio - Will this appropriation for higher ed and increased wages be year over year?
      1. Harto Response – This is unknown
  - d. Request
    - i. Maureen Golick – Establish if staff that are able may be able to work at least one day/week remotely over the summer (June/July/early August) given current gas prices, known low wages; this could be a nice benefit to employees; especially since WLU has proven operations can continue if remotely
      1. Harto Response – Great thought; employees can also work with their supervisors on a request like that; will take to Cabinet for discussion
- III. Meeting Minutes-April
  - a. Motion to approve - Maureen Golick
  - b. Second – Bree Blum
- IV. ACCE Update--Yodev Ocasio
  - a. Tasha Taylor – Extend thanks to ACCE entire group for their work on helping establish that Governor would provide funds to Higher Education for consideration in wage increases
  - b. Meeting scheduled for tomorrow – Yodev will share minutes as he’s not able to attend
  - c. Last Meeting
    - i. ACCE Bylaws are outdated and terminologies do not match up with state code
      1. Careful in considering any changes as would allow state to open up and review/update information that could work against
    - ii. Issues of reps not attending – adding information to bylaws regarding attendance and possible consequences
      1. Clarification – Certain members have been promoted and have not been attending (in-person or Zoom)
    - iii. Group working on survey to understand why people do and do not step up to voluntary positions within the state



1. Learning more about how they can access a SurveyMonkey account and distribute a survey and then take this information to executive leadership
- iv. Items happening at other institutions
  1. WVU – Target date of July 3, 2022 for entry level-hourly positions to start at \$13/hour (possible use of additional state funds)
  2. Marshall – Using COVID \$ to return money to people whose salaries who were temporarily dropped and were making at or below a certain annual salary; July 2 – will be getting a \$1,500 one-time increase and % increase over time
- V. BOG Update--Ryan Glanville
  - a. Ongoing subcommittee meetings
  - b. Governance Committee
    - i. Assessment of Pres Evans topic of discussion
  - c. Student Life
    - i. Enrollment Update
    - ii. New SGA President address
    - iii. Student Life Updates on activities/school spirit/unity
  - d. Next Board Meeting early June – Ryan will be doing his best to attend (10 month contract employee)
- VI. Old Business-
  - a. Birthday Cards – will need volunteer to continue these efforts
    - i. Maureen Golick volunteers to take on responsibilities to continue this initiative
  - b. Terrific Topper Nominations
    - i. Missy Thornton by Michelle Panepucci
  - c. Prime Parking Raffle – no current tickets have been sold; may try again in future
- VII. New Business
  - a. Consider any new fundraising ideas for the future to build on the meat locker raffle that was successful
  - b. Hein Award Drawing \$500 cash award through WLU Foundation for lower pay-grade staff members (cannot be in supervisory role)
    - i. Drawing happened today – Mary Edwards is the winner!!!
- VIII. Additional Business
  - a. Staff Scholarship – no current update, but group will need to decide how to distribute (more people to be awarded, more \$ to less people, etc.); will meet later in summer as the process for application opens (10ish day window to review/make decision)



- i. May have approximately \$1,800 total to distribute; WLU Foundation bases funding at \$650 for the year and additional fundraising efforts add to these available funds
  - b. Questions
    - i. Survey results sent to staff?
      - 1. Tasha Taylor response – this was for Ryan’s benefit in doing any evaluations related to Pres Evans and to share, as needed, with BOG
      - 2. Ryan Glanville follow up – Faculty results were leaked to the media – this did not include the staff survey results
    - ii. Tasha Taylor indicated that President Evans will no longer attend monthly, but will attend the first meeting of the Fall semester and the first meeting of the Spring semester
      - 1. Yodev Ocasio inquired if there was any particular reason why this change?
      - 2. Tasha Taylor response: No specific reason aside from general time constraints
      - 3. **Amended – From President Evans**
        - a. ***Suggestions to utilize this time to invite Executive Cabinet members to share updates and information pertaining to respective divisions***
        - b. ***Relay positive message of shared governance opportunity to work with cabinet members across campus and understand roles and current initiatives***
- IX. Meeting Adjourn
- a. Motion – Maureen Golick
  - b. Second – Yodev Ocasio
  - c. Time – 10:43 AM

Suggesting that other Executive Cabinet members be invited to share updates and information pertaining to respective divisions

Relay positive message of shared governance opportunity to work with cabinet members across campus and under roles and current initiatives



Needless to say, I am always available to meet with you (and/or your executive team) on a regular basis to keep the lines of communications open. My calendar fills up quicker than you can imagine because there are a few individuals who are able to place items on my calendar prior to my knowledge. This week alone, I have had back-to-back meetings each day, starting at 9:00 a.m. and even going until after 8:00 p.m. Please understand that in addition to the various events and happenings on campus, I am also heavily involved with serving on four local advisory boards and participating in other community activities taking me off campus. When I first arrived at WLU, I shared with you my philosophy that “all employees” are valued, and I have tried to demonstrate such with my actions and support of the staff. It is my hope that the Executive Cabinet embraces the same philosophy. Therefore, involving the cabinet in the Staff Council meetings should be viewed as a positive step in creating a more unified, inclusive campus.