



Staff Advisory Council Agenda **September 19th, 2024**
10AM STUDENT LEADERSHIP CENTER/ZOOM

I. Roll Call of Officers and Representatives (Burkle)

In attendance: Eric Burkle, Lou Karas, Marcella Snyder, Michelle Stack, Camille Irvin, Karen Gerardi, Tasha Taylor, Joe Gilbert, Shawn Roche, Allison Pruny, Leanne Coen, Andrew Lewis, and Logan Watson

II. Reading of Previous Minutes:

- A. Minutes will need corrected and approved
 - 1. No additions or corrections

III. Reports of Committees

A. Financial Report (Taylor)

- 1. No changes to the financial report. No fundraisers or expenses.
- 2. Fall \$750 spend on staff scholarship (\$325 each semester) and then whatever we decide to add from our general fund to boost that amount for the recipient.

B. BOG Update (Karas)

- 1. Next BOG meeting is October 16, 2024
- 2. Committees are meeting over the next week to prepare for the BOG meeting.
- 3. If anyone has updates for the committee meetings or the BOG full meeting let Lou Karas know.

C. ACCE Update (Snyder)

- 1. Chair discussion with Matt Turner
 - a) Changes in enrollment and inevitable cliff
 - b) FAFSA delayed again this year past the original October date
 - c) Legislative session starts later this year due to elections
 - d) HEPC goal is to advocate to legislature for funding to education to cover inflation, support/fully fund the Nursing Scholarship, and continue to fund the dual enrollment initiative.
- 2. Chair has been invited to present to Community and Technical College System (CTCS), discussion was held on whether to look for October or December date. Determined to discuss presentation in one of ACCE future meetings to present in December
- 3. Committee updates
 - a) Website committee will be working on updating pictures



- b) Legislative committee will be working on brochure to share with legislators to advocate for our institutions and staff
- c) Student Life committee will work on meeting with Advisory Council of Students (ACS) representatives
 - (1) WLU ACS representative is Luke Sweat from our SGA, and he is hoping to be elected chair of ACS
 - (2) Luke and I will be meeting to discuss shared goals between ACCE and ACS.
- 4. Other discussions
 - a) Minutes from ACCE not shared until reviewed the following meeting
 - b) Travel policy changes at some schools
 - c) Fraudulent applications at schools
 - (1) Attempting to receive financial aid fraudulently
 - (2) Some have even participated in online coursework
 - d) Campus Carry impact on campuses
 - (1) How is information being tracked
 - (2) Clery Statistics
 - (3) Additional need for reporting/collecting data
 - (4) Off campus incidents may not always be included in Clery Statistics
 - e) WVU Training Video
 - (1) Content
 - (a) Active Shooter
 - (b) Gun Safety and Campus Carry Resources
 - (c) De-escalation and workplace violence
 - (d) Fire and Building Evacuations
 - (e) Suspicious Packages and Bomb Threats
 - (2) WLU efforts
 - (a) Safety Session Series
 - (b) CIRT Communication
 - (i) Bomb threats
 - (ii) School threats
 - (iii) Specific incidents of concern
 - (c) CIRT Flip charts
 - (d) Emergencies website – CIRT will be discussing creating videos and updating content
- D. Scholarship Update (Billings)



1. Discussion on updating application to request more detailed information on volunteerism
2. Updates to FASFA and financial aid requirements will not change the information coming to the committee because it is anonymous

IV. President's Update

- A. At the last BOG, intent to review Policies 1, 2, 4 and 9 was given to the BOG. This will bring language up to HEPC standards 1, 2, and 9. For policy 4, just the effort to clarify and more clearly state some of the requirements/procedures.
- B. Dr. Borchers distributed the strategic planning ASPIRE document also available online at www.westliberty.edu/planning.
- C. Dr. Borchers spoke about the enrollment cliff facing all of higher education at the state and national level. We will be working to create more recruiting efforts of online students. The Transfer Coordinator position as been reworked to be the Director of Transfer, Online and Lifelong Learning. This will also include additional marketing to these specific populations of students.
- D. Dr. Monteroso is working with at the state level but micro credential
- E. Sustainability learning community for students, looking into for next year.
- F. Retention software launch is scheduled for spring semester.
- G. Reviewing software subscriptions to ensure we are efficient and utilizing fully.
- H. Committee discussions reviewing efficiency changes in travel request/settlement process.
- I. Convening an AI task force. Still finalizing some committee members.
- J. The Employee Leadership program is launching tomorrow. 13 members from across the campus.
- K. Updating academic program landing pages. Working to find a new web developer to help this process.
- L. Reviewing revenue margins in programs to find where they can be more efficient and increase revenue.
- M. Reshaping Impact for Students and Employers. (RISE) Five higher education institutions, 4 K-12 schools, and community leaders/employers. The effort is to connect students with the career opportunities.
- N. Great Colleges to Work For Survey
 1. Response Rates:
 - a) 46% response rate overall (higher than national average)
 - b) 52% of exempt employees responded
 - c) 32% of non-exempt employees responded



2. Results will be available in the President's SharePoint. Also attached to minutes. Full results to all questions will also be made available.
3. Several changes being made to address concerns that came out of the survey.
 - a) Working with the Employee Engagement Committee
 - b) Updates to Onboarding
 - c) Future updates and subcommittees may be established as well
4. Karen Gerardi asked how workers in maintenance who work different shifts be able to see this. Shawn Roche said he will take his copy and post it on the bulletin board at Myers Maintenance Building. Dr. Borchers also offered to have early morning meeting to try to catch all of the employees as well.

V. Provost's Update

- A. Survey was sent out on the Welcome and Professional Development Day
- B. Results are attached to these minutes.
- C. Provost Office will send out request for ideas from campus for sessions. Additionally, if there are recommendations to have other times for sessions to address times for those with different shifts or front facing employees who are very busy just before start of classes.
- D. Dual enrollment process is happening right now for Wheeling Park and John Marshall High Schools.
- E. Need for representatives from Staff Council for Policy Committee, Admissions and Credit, Committee on Committees.
- F. Dr. Monteroso is meeting with Northern Community College to review articulation agreements. Part of the discussion will be making them feel like WLU students when they start at WVNCC, such as orientation and starting them in the catalog based on their start date at WVNCC.

VI. Old Business

VII. New Business

- A. Monthly Meetings // lunch following for everyone (Burkle)
 1. One person came to the Staff Council session
 2. One suggestion was made to move our meetings to different areas on campus. So next month our meeting will be in Arnett Hall.
 3. Lunch after meetings for the staff council group



- B. Staff Awards for 2024: Nominations are open!!!
 - 1. They will be announced in the January University Welcome
 - 2. Due December 1st
 - 3. If you submitted a nomination before it was changed to the year long process, the committee still has the submission, you do not need to resubmit.
- C. Lou Karas stated that the TAGS group has new leadership. Nathan White is the President. Mary Jane Hall (MJ) will be VP this semester and will be president in spring semester. They are interested in attending Staff Council meetings.

VIII. Good and Welfare

- A. Professional Development Day (Taylor)
 - 1. Follow up on Cathy Monteroso's update. Please share ideas of what we can do more for staff in these sessions.
 - 2. Eric Burkle mentioned that it would be helpful to have some of the mandatory trainings during this time, i.e. Title IX, Fund Manager, etc.
- B. Update from Melissa Carroll/HR
 - 1. Very excited about the leadership co-hort.
 - 2. There are new positions posted:
 - a) Admissions Operations Specialist reporting to Michelle Panepucci but doing support for graduate studies on the system side of things. Replacement of a prior position but moved under Admissions.
 - b) Director of Transfer, Online, and Lifelong Learning replacement and reworking of position
 - c) Program Coordinator for Graduate Studies
 - d) Custodial staff offers have been made.
 - e) Scott Nolte is new Sports Information Director
 - f) Bryce Butler will be assistant men's basketball coach (former student)
 - g) Posted Dean of College of Education and Human Performance.
 - h) Posted Chair for Nursing

Karen Gerardi made a motion to adjourn.

Shawn Groche seconded the motion.



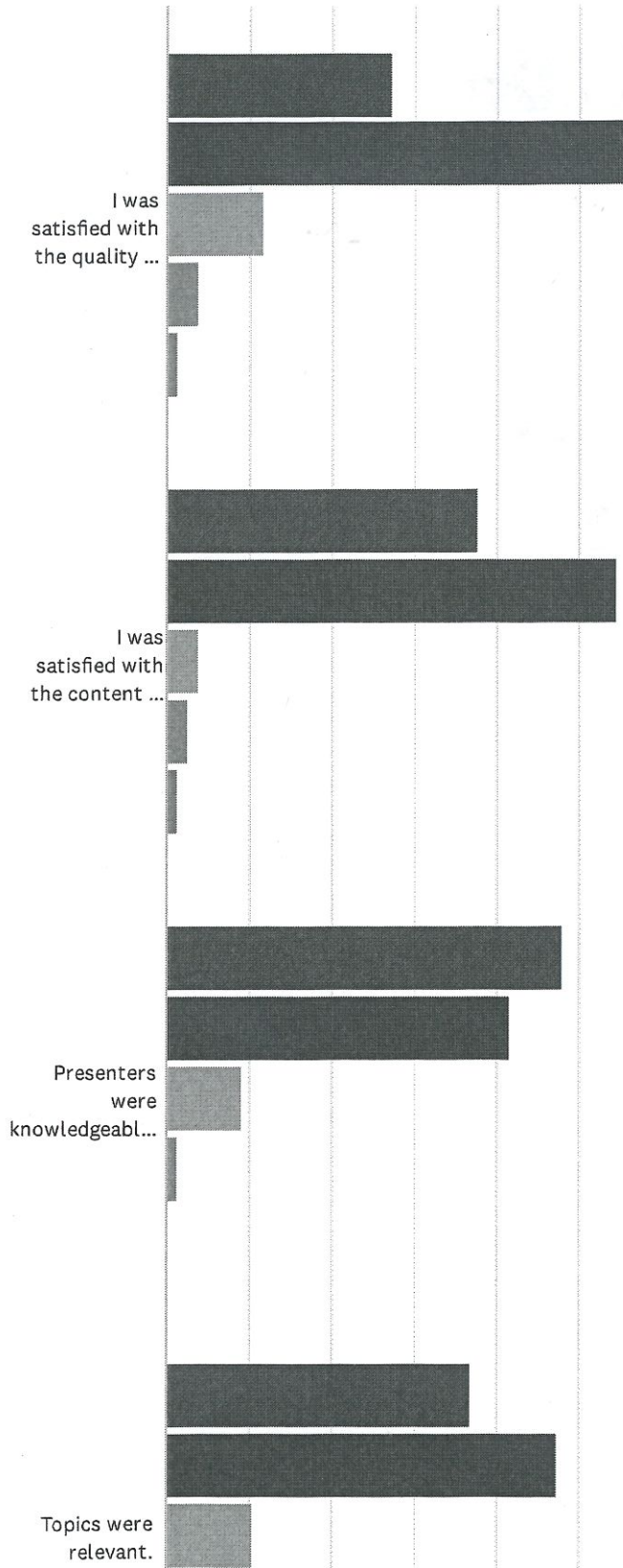
WEST LIBERTY UNIVERSITY

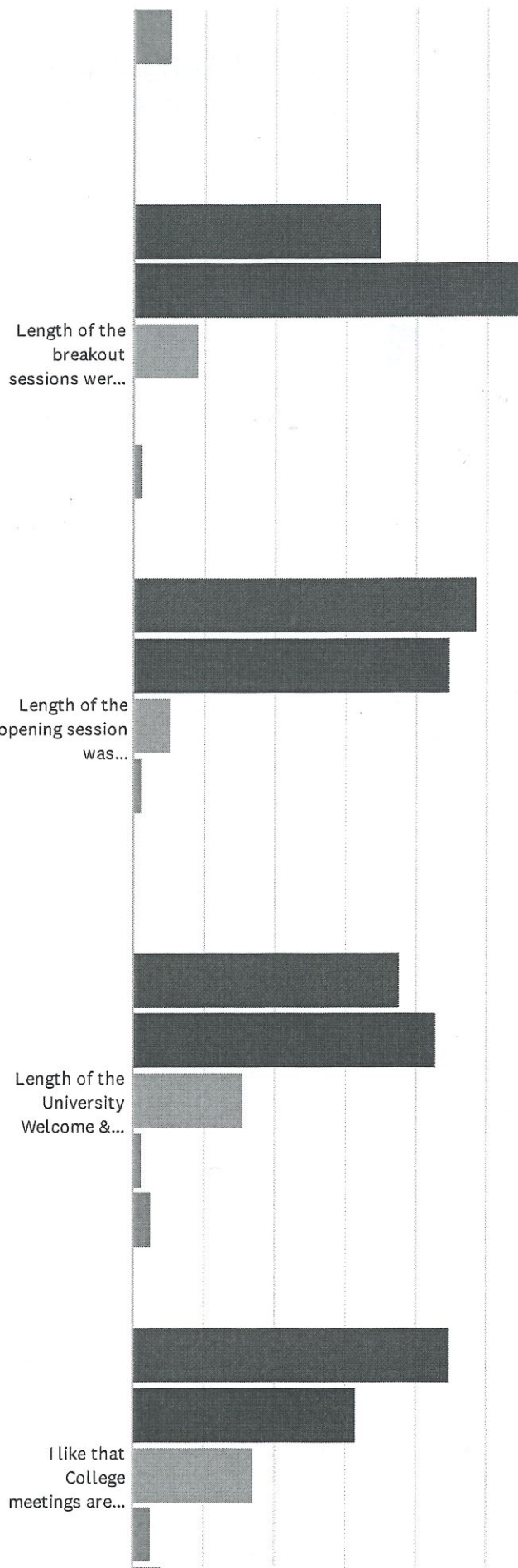
STAFF COUNCIL

*Please note that agenda order may change due to the schedule of Dr. Borchers, or other reporting representatives.

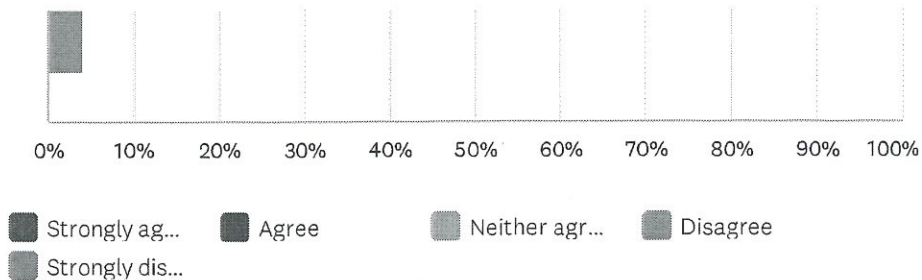
Q1 Please indicate your satisfaction with the following aspects of the University Welcome & Professional Development Day.

Answered: 77 Skipped: 0





Fall 2024 University Welcome & Professional Development Day



	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
I was satisfied with the quality of the break out sessions.	27.27% 21	55.84% 43	11.69% 9	3.90% 3	1.30% 1	77	1.96
I was satisfied with the content of the Welcome session.	37.66% 29	54.55% 42	3.90% 3	2.60% 2	1.30% 1	77	1.75
Presenters were knowledgeable of the content they presented.	48.05% 37	41.56% 32	9.09% 7	1.30% 1	0.00% 0	77	1.64
Topics were relevant.	36.84% 28	47.37% 36	10.53% 8	5.26% 4	0.00% 0	76	1.84
Length of the breakout sessions were satisfactory.	35.06% 27	54.55% 42	9.09% 7	0.00% 0	1.30% 1	77	1.78
Length of the opening session was satisfactory.	48.68% 37	44.74% 34	5.26% 4	1.32% 1	0.00% 0	76	1.59
Length of the University Welcome & Professional Development Day was satisfactory.	37.66% 29	42.86% 33	15.58% 12	1.30% 1	2.60% 2	77	1.88
I like that College meetings are held the same day.	44.74% 34	31.58% 24	17.11% 13	2.63% 2	3.95% 3	76	1.89

The Great Colleges to Work For 2024

ModernThink

2024 ModernThink Higher Education Insight Survey
West Liberty University
Job Category Benchmark Spreadsheet

	Overall		Benchmarks				Pre-Loaded Job Category							
	Positive Response	Negative Response	2024 Honor Roll + 4 Year, <3000	2024 Honor Roll - 4 Year, <3000	2024 Carnegie + Master's	2024 Carnegie - Master's	+ Faculty	- Faculty	+ Administrator	- Administrator	+ Exempt Professional Staff	- Exempt Professional Staff	+ Non-Exempt Staff	- Non-Exempt Staff
Total number of survey respondents (131)							63	63	8	8	42	42	18	18
Job Satisfaction & Support - Average	60	18	81	7	70	13	59	22	61	7	60	16	64	14
Professional Development - Average	49	24	77	8	64	15	52	24	44	22	46	25	53	23
Faculty & Staff Well-being - Average	74	10	88	4	77	10	68	13	88	3	80	7	76	8
Performance Management - Average	46	26	67	12	54	21	50	24	38	20	41	27	42	33
Supervisor/Department Chair Effectiveness - Average	75	6	86	4	76	9	74	9	88	0	74	5	77	6
Communication - Average	57	19	74	9	63	15	54	23	63	15	62	13	53	20
Collaboration - Average	59	14	76	7	62	15	59	14	60	3	59	14	60	17
Diversity, Inclusion & Belonging - Average	68	11	84	4	73	10	66	15	59	4	69	9	75	7
Mission & Pride - Average	75	8	88	3	76	8	70	10	79	4	79	7	80	5
Confidence in Senior Leadership - Average	52	19	76	8	58	17	45	23	69	11	59	13	54	26
Faculty Experience - Average	53	23	76	10	60	19	53	23						
Overall Survey Average 1 - 60 (with Faculty Experience)	61	16	80	7	67	14	59	18						
Overall Survey Average 1 - 55	62	15	80	7	68	13	60	18	65	8	64	13	64	15

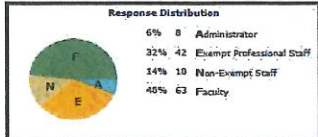
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To protect the anonymity of your employees we do not report data for categories with fewer than 5 respondents.

NOTE: Data for Faculty Experience statements was not collected from staff.

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West Liberty University
2024 ModernThink Higher Education Insight Survey
Topline Survey Results by Job Category - Full Data Set



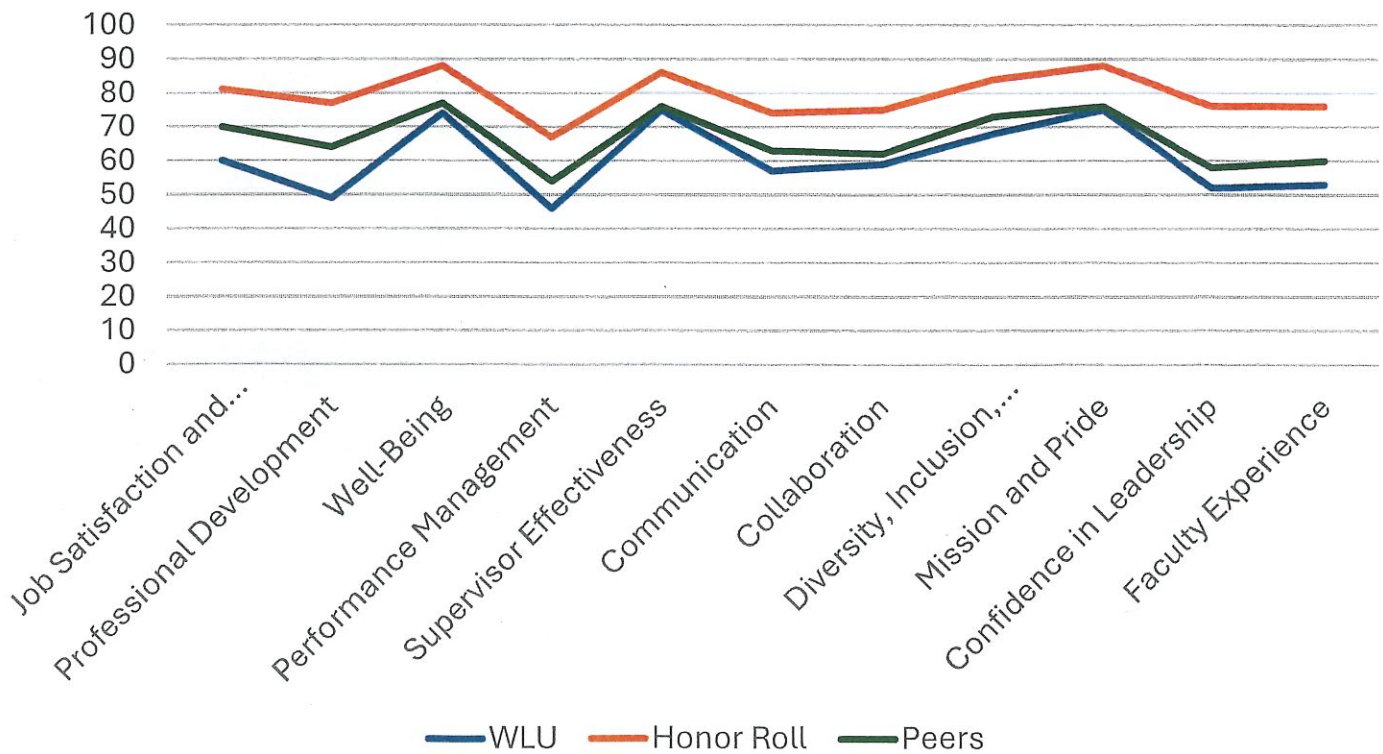
The survey was administered in March 2024.

Pre-Loaded Job Category	Responded	Total	% Responded
ALL Employees	133	288	46%
Full-time Administrator	8	9	89%
Full-time Exempt Professional Staff	43	82	52%
Full-time Faculty	63	138	46%
Full-time Non-Exempt Staff	19	59	32%

2024 Great Colleges Survey Results

	Poor 0% - 44%	Warrants Attention 45% - 54%	Fair to Mediocre 55% - 64%	Good 65% - 74%	Very Good to Excellent 75% - 100%
	OVERALL	Administrator	Exempt Professional Staff	Non-Exempt Staff	Faculty
Job Satisfaction & Support	60%	61%	60%	64%	59%
Professional Development	49%	44%	46%	53%	52%
Faculty & Staff Well-being	74%	88%	80%	76%	68%
Performance Management	46%	38%	41%	42%	50%
Supervisor/Department Chair Effectiveness	75%	88%	74%	77%	74%
Communication	57%	63%	62%	53%	54%
Collaboration	59%	60%	59%	60%	59%
Diversity, Inclusion & Belonging	68%	59%	69%	75%	66%
Mission & Pride	75%	79%	79%	80%	70%
Confidence in Senior Leadership	52%	69%	59%	54%	45%
Survey Average (1 - 55)	62%	65%	64%	64%	60%

Comparing to Benchmarks



ASPIRE

2024-25 Initiatives

Mission: West Liberty University is a public university with a rich history of providing students with a comprehensive education from undergraduate to graduate degrees. Through experiential learning and personalized support, we empower students toward scholarly exploration, creative expression, and economic opportunity.

Vision: West Liberty University aspires to offer innovative, inclusive, and inspirational opportunities that prepare graduates to be leaders in their communities and professions.

1A: Increase enrollment in Online General Business undergraduate program and study additional programs to offer fully online.

1C: Form Task Force to investigate micro-credentials and initial opportunities for West Liberty.

1E: Implement Sustainability Learning Community for Fall 2025.

2D: Launch retention software campus-wide.

3A: Create an inventory of software subscriptions with costs, uses, and number of users served.

3C: Hold "Efficiency Workshops" to identify areas of process improvement.

3C: Convene an Artificial Intelligence Task Force to study ways of using AI in our work.

3E: Develop response plan to the Spring 2024 Great Colleges survey results.

3F: Implement the employee leadership program.

3H: Update academic program landing pages.

3I: Implement efficiencies based on 2022-23 program review data. Provide 2023-24 data to departments in the late fall semester for their response.

4A: Launch the Ohio Valley Workforce Collective.



ASPIRE

2024-2029 Strategic Plan



WL WEST LIBERTY
UNIVERSITY

Mission, Vision, and Values

Mission: West Liberty University is a public university with a rich history of providing students with a comprehensive education from undergraduate to graduate degrees. Through experiential learning and personalized support, we empower students toward scholarly exploration, creative expression, and economic opportunity.

Vision: West Liberty University aspires to offer innovative, inclusive, and inspirational opportunities that prepare graduates to be leaders in their communities and professions.

Values:

- **Community:** WLU fosters a caring community of diverse students, faculty, and staff who work together to nurture a sense of belonging in a safe, supportive, and respectful environment.
- **Excellence:** WLU sets high standards for excellence through our commitment to promoting students' aspirations and intellectual development, and our constant pursuit of knowledge, evidenced in nationally recognized programs and certifications.
- **Innovation:** WLU cultivates innovation among faculty, staff, and students. We believe in a forward-thinking mindset that embraces change as an opportunity for growth and improvement. Our commitment to innovation empowers our community to tackle complex challenges, drive meaningful progress, and shape the future.
- **Integrity:** WLU requires all students, faculty, staff, and administrators to act with integrity, treating everyone with respect, fairness, and dignity. We uphold the highest standards of honesty, ethics, and accountability in all aspects of our academic and professional endeavors.



Themes and Outcomes

Theme 1: Cultivating Excellence, Innovation and Continuous Improvement in Academic Programs

West Liberty University is responsive to the evolving changes in the demographics of our student population, the opportunities we have to expand our mission to new learners, and the needs of our local community. We empower our students for future success by challenging them to apply their learning in a variety of contexts that align with the best practices in higher education. To do so, we will achieve the following outcomes:

- a. Review academic programs, facilities, and technology to meet the evolving requirements and qualifications of high-demand occupations, ensuring students are well-prepared for the workforce.
- b. Develop and promote relevant educational programs catering to learners seeking upskilling opportunities.
- c. Develop and offer a variety of certificates and micro-credentials to complement majors and minors, enhancing students' career prospects.
- d. Strengthen involvement in high impact practices such as student research initiatives, experiential learning, and global opportunities.
- e. Emphasize an integrated, intentional, and relevant General Education program as the cornerstone of our expansive undergraduate curriculum.

Theme 2: Supporting Student Growth & Success

West Liberty University is a community in which students can reach their full potential. We offer an opportunity-rich environment so that students explore their identities while they are supported by faculty, staff, and other students. To do so, we will achieve the following outcomes:

- a. Provide students, faculty, and staff a better understanding and connection to resources to support student success.
- b. Align curricular, co-curricular, and extra-curricular goals and outcomes in a way to serve student growth and development.
- c. Increase access to experiential learning opportunities and career development resources through collaboration with employer, community, and campus partners.
- d. Effectively use technology resources to elevate the student learning experience.
- e. Create environments where all students feel a sense of belonging and can explore their own identities and values.
- f. Develop strategies to increase the number of students completing 30, 60, and 90 credits each year.

Theme 3: Strengthening University Effectiveness

West Liberty University is an institution where its employees are able to make effective decisions, complete work efficiently, and grow and develop, all in service to students. We are effective communicators so that we can tell our story to our stakeholders in order to promote our successes. To do so, we will achieve the following outcomes:

- a. Use technology efficiently and effectively to increase our capacity.
- b. Develop a culture where decisions are based on research and data.
- c. Identify inefficiencies and revise policies and procedures that will enable faculty and staff to be more productive in their jobs.
- d. Encourage and engage in more communication across departments.
- e. Assess and evaluate our performance to identify areas of improvement.
- f. Provide enhanced opportunities and allocate resources for professional growth for employees.
- g. Foster a culture where employees feel a sense of belonging, empowerment, and engagement.
- h. Expand efforts to promote our brand promise and brand drivers.
- i. Improve the average contribution margin for academic programs.

Theme 4: Developing and Expanding Community Partnerships & Collaboration

West Liberty University has a mutually beneficial relationship with our region to serve our students but also the broader community. We are responsive to community needs while being mindful of the role our students can and will play in being leaders in their professions and communities. To do so, we will achieve the following outcomes:

- a. Build strong partnerships with the community, including business leaders and alumni, to develop career opportunities for our students.
- b. Prioritize students gaining valuable experience before entering the workforce through a variety of experiential learning opportunities in the local area.
- c. Expand partnerships with area schools to provide guidance to college-bound students.

