

# **Staff Council Meeting**

Minutes for September 23, 2021

## **Call to order – 3:02pm**

Chair Darryl Clausell called the meeting to order.

## **Roll Call**

Sector Representatives: Jenna Derrico, Darryl Clausell, Hilary Curto Wilson, Dan McClure, Tricia Marker, Rita Lyons, Stephanie Cunningham, Thomas Queen, Regan Blaha, Brianna Hickman, Margaret DeCola

Absent: Bob Gibb, Scott Montgomery

## **August 5, 2021 Approval of Minutes**

Rita Lyons motioned, Hilary Curto Wilson seconded

## **WVNCC Staff Classification & Compensation Guidelines**

### **Purpose (as stated in Rule NC-2036)**

To outline the principles for establishing compensation management for staff (non-faculty employees). Compensation management is designed to attract, retain, and motivate a talented and committed workforce to support the College's mission, vision, goals and culture. The College's compensation planning process will be guided by the WVHEPC-HR compensation philosophy and principles.

- What do we know now:
  - We usually get a 2% raise
  - New job position openings start at absolute minimum/lowest pay possible, going off of state pay scale "minimum"
    - Leads to few applying and lacking of high quality of employees to choose from
  - Are allowed to pay person more than what is offered if they have advanced skills and experience
  - Slow to post and hire new positions
  - Will not always replace person leaving position and will instead combine two positions
    - With no/little pay increase to person taking on additional work
  - Employees will get added duties over years without always being adding to employee's job description
  - New jobs start with low pay and often two combined jobs - lead to internal employees not applying because no benefit in doing so. (Example: NM ASC and NM Counselor combined position)
  - Low baseline pay for employees doesn't give any value as a staff base for production
  - Everyone plays a part to increase enrollment, it is everyone's role.
  - So many duties per employee things can fall through the cracks and not get done

**We need Administration to define: what are they doing to attract, maintain and motivate employees. This will lead us in direction.**

- Chair - How do we feel administration values its employees – talented and committed workforce – with such low starting pay. This doesn't back up the purpose of rule. If purpose is to attract, maintain and motivate – is bringing in people at base salary satisfy this ask?
- Jenna – career ladders aren't discussed to allow internal employees to grow and enter into something else here to stay and not always hiring someone new to do 3 jobs with low pay. Grow instead of piling on additional duties – with no pay increase.

- Margaret – they will negotiate with people with experience, but they put it out there at the lowest salary. They might go a little more, but they do not give the money they deserve.

First Question to How is Administration using this rule designed to attract, maintain and motivate?

Based on this answer, we can move forward with guided plan.

- Need to establish a dialog to start. We need to ask a beginning question to create a purpose for what we are doing with our committees.

Other things needed:

- College Compensation Guidelines (Principles)
- What happens at CHRO and Supervisor level to understand job responsibilities
- Supervisor level responsible to understand job responsibilities
- Could different departments do their own internal analysis of department – what is needed, what jobs have been added.
- Do we have all we need from HEPC
- Do we have all we need from BOG
- Do we have all we need from Classification and Compensation committee – where did they leave off? Was it completed? Is it outdated? Seems to be the big issue.

Rule **NC-2036** is not completed. It seems to be a rule that was working on and never finished.

- Rita Lyons mentioned the Rules Committee doesn't have the required staff representation. Chair noted we need to look into this and get representatives on.

So where is this **NC-2036** rule at currently?

We have been dormant for a few years with no principles or guidelines. The following items need handled first:

1. Get representation on Rules Committee
2. Find out why Rule never finalized
3. Ask the purpose question - what are they doing to attract, maintain and motivate employees
4. Reach out to HR - Ask for documents from Classification & Compensation Committee to be given to us

**We have no guidelines in place and we do not know what is practiced. This is what we have to figure out.**

**Plan: Ask questions, come back get it on paper, go back with documentation and present.**

NC-2008 Classified Staff Performance Appraisal was approved for revision by BOG on 10/24/2019

## Reports

### ACCE Report – September 23, 2021

The ACCE met virtually in September and first heard updates from the Higher Education Policy Commission.

### Discussion with Matthew Turner, Executive Vice Chancellor for Administration

1. A small group has met to resume talks on a higher education funding model; talks that were underway in January 2020 were paused due to the pandemic. The small group included HEPC staff, two presidents from the two-year schools, and two presidents from the four-year schools. The group wants the model to reflect fixed costs and infrastructure costs, how well schools are meeting their institutional missions, and metrics such as progression toward a degree, transfer from two- to four-year schools, and economic development.
2. The HEPC has filled several senior level positions including Director of Academic Initiatives and Vice Chancellor of Community Colleges. Staffing gaps still exist in Policy & Planning.

3. Mr. Turner made special mention of Pam Woods, an employee at the Commission and former WVNCC employee and ACCE rep, who passed away unexpectedly. He praised her excellent work and character and indicated she is very sincerely missed at the Commission.
4. Legislative interims have resumed in person. The Legislative Oversight Commission on Education Accountability (LOCEA) extended several legislative rules that were sunseting including Series 48, 52, and 35.
5. Legislators are discussing critical race theory, and the HEPC fully expects to see legislation introduced this year targeted at “divisive concepts.” The HEPC doesn’t want to see a political discussion harm institutional efforts to achieve diversity, equity, and inclusion. The HEPC reported to the legislature that “we did not find that there were any academic majors or courses that were specifically dedicated to teaching this concept.” You can read more about that discussion in this article with an absolutely hilarious headline:  
<https://wvmetronews.com/2021/09/14/legislators-explore-critical-race-theory-but-without-anyone-who-knows-about-it/>

**Discussion with Patricia Humphries, Vice Chancellor for Human Resources, and Michelle Start, Senior Human Resources Specialist**

1. The HEPC is reviewing all rules and policies over this next year and intends to create a predictable timeframe to propose, review, and approve rules going forward. Ideally, rules would be approved at the Commission/Council in June of each year in order to be presented to LOCEA in the fall.
2. Some of the HEPC’s human resources related rules will be reviewed this year with the goal of combining them into one comprehensive HR rule. These include (at least) Series 37, 40, 45, 49, 54, and 55 which affect employees directly.
3. Schools will send personnel data files to the HEPC in October. This information will be used to review which jobs should be considered benchmarks for the market study the HEPC wants to have completed this fiscal year. The current expectation is to release a Request for Proposals for the market study in late spring. The VC of HR continues to express concern at the quality, accuracy, and completeness of data received from the institutions, and the ACCE continues to push the HEPC to collect consistent and comparable data from schools, to encourage universal adoption of compatible software (such as JDXpert and Payscale), and to assist schools in examining and correcting their job codes so that positions with similar duties and responsibilities can be compared across the system. The ACCE also advocates for including K-12 positions in the market study as higher education competes with local school districts for qualified staff.
4. Before the end of the year, staff should be receiving information about a new TIAA Health Savings Account option. The HEPC wants to be able to offer the option for health savings accounts for all employees, not just those in high deductible plans. This is not replacing Mountaineer Flex, but is in addition to it with expected implementation on January 1.

The ACCE executive team met virtually with Chancellor Sarah Tucker and Matt Turner to discuss concerns and questions relevant to staff. These discussion topics will also be used in upcoming ACCE updates to the Commission and Council in October. Topics included problems with the definition of non-classified staff, data collection including job codes, institutional policy review, and state employee rights.

Lastly, the ACCE is currently exploring the barriers that staff face in fully participating in shared governance and staff leadership positions. Burnout, increasing workloads, unfilled positions, and workplace culture that doesn’t properly support, value, and reward taking on positions of class leadership are some of the problems we know face staff across the state. The ACCE wants to enlist the help of the Commission and Council, institutional presidents and their administrations, supervisors, and staff themselves in identifying these barriers and working to address them.

The ACCE next meets at West Liberty University on October 25<sup>th</sup>. The ACCE Chair will address the Higher Education Policy Commission on October 4<sup>th</sup> and the Council for Community and Technical College Education on October 7<sup>th</sup>.

## **BOG Report**

### **Announcement of new officers:**

Chair David: Artman

Vice-Chair: Shelly Thomas

Secretary: Larry Lemon

All were returning officers who offered to continue their service.

## **Coronavirus Update**

With new protocols, we have had a few complaints and around three students un-enroll. But over-all everyone has been very cooperative and seeming to be positive about the requests for test results or that they were vaccinated.

## **College Update**

Continuing to work on expanding and continuing relationships with community businesses. Working on Strategic Goal #2 – Northern will be a premier partner for transforming lives while fostering economic prosperity for all – Member of the College are participating in a Leadership Development Program with Wheeling Country Day.

## **New Programs at the College**

Hospitality & Tourism, Elementary Education, Industrial Technology, Substance Abuse Intervention Programs, 100% Online Criminal Justice, and non-credit – EMT, Paramedic, CDL, and CNA.

## **BlackBelt Help Update**

Monthly report is provided which allows us to streamline and troubleshoot any areas needed.

## **New Rules out for Approval**

Staff Council has all has been emailed these by our Chair – please make sure to look and comment if needed.

NC-7001 Computer and Internet Usage Rule

NC 3008 Copyright, Intellectual Property and Fair Use Rule

NC-4018 Financial Aid and Tuition and Fee Waivers

Board also passed a motion to now start looking at rules 10-15 years old. They had previously been looking at all the rules over 15 years old.

## **Marketing Report**

David Barnhardt shared the same Marketing Report that we all were able to watch on All College Day. The Board commented on what a great job Marketing has done with branding and making the College well known.

## **Employee Satisfaction Survey Results**

Results of this survey overall were positive and overall satisfaction was up 4% from last survey.

Challenges were:

- Clear training for new employees
- Clear communication between departments and campuses
- Pay scale/Room for advancement
- Have the staff needed for every department

Strengths were:

- Employees take pride in their work
- College treats students as top priority
- Employee benefits
- Proud to be part of WVNCC
- Employees feel valued
- President's leadership
- Supervisors treat their employees with respect

### **Enrollment**

We are below goal, but Dr. Mosser spoke with the Chancellor the prior day and the Chancellor said most Colleges are down or way down, we are slightly up and are basically flat when including Continuing Education so actually doing fairly well and was a good outcome at the moment.

### **Meeting tonight 5pm.**

Chair just wanted to say: I appreciate you all, one person's knowledge is not a platform of knowledge which is why we come together and share and gain as much knowledge as possible. So, when talking to others so we can share facts as well.

Chair will be out for 3 weeks – direct any needs to vice chair Tricia.

Adjournment: motioned: Jenna Derrico, Seconded: Matt Thorn 4:17