

Staff Council Meeting

Minutes for August 18, 2022

Call to order – 3:11pm

Roll Call

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

February 24, 2022 Approval of Minutes

Brianna Hickman motioned, Regan Blaha seconded

Guest: Dr. Daniel Mosser

Dr. Mosser wished all staff a happy fall and great start to the new semester

- COVID Report
 - Low/moderate risk, no threat of going remote – back to a regular normal start.
 - Classes will be mix of on-campus, online and hybrid
 - No masks will be required due to CDC guidelines, but faculty will be allowed to set rules in their classrooms

Campus visits

- BOG meetings will be back to in-person and meeting on all 3 campuses
- Cabinet will also have meetings on all 3 campuses
- Dr. Mosser will be traveling to all 3 campuses throughout year

Staffing, Recruiting, Hiring

- Realizes there are challenges
- More people than jobs to fill in the nation right now
- We do have a long list of vacancies to fill
- 10 faculty positions have now been hired
- 12 staff positions were approved last month
- There were 50 vacancies – 16 listed on the web. That has now been cut by 1/3.

Health Care Summit Friday, 19, 2022

- Local health care groups – Wheeling Hospital, Weirton Medical, Assisted Living Homes, etc.,
- Meeting to discuss student health care pathways to careers
- Challenges these businesses are facing hiring
- Looking for ways to work together to help them fill spots with our graduated students

Higher Learning Commission

- Evidence Document – final draft will be done late October/early November
- Past issues – credentials and assessment of programs have been taken care of
- Possible issues this time – Intuitional Effectiveness. Plan has been created, but not a lot of time has passed of implementation – so not a ton of data.
- Should overall be a good review, the College feels very prepared

Retention, Success, Completion

- **Action Center**
 - Advising
 - We have never had a formal advising program, so this is the first time for this
 - Gives students easy access to advisors
 - Follow up monitoring
 - Career Services
 - Ramp up career services to offer students
 - Help students think about career while choosing major
 - Work with students approaching graduation with career path
 - Transfer Students
 - Provide a better pathway from 2 to 4-year college
 - Transfer numbers have been predominately low comparing WVNCC to other college working on increasing these numbers
- **Title III Grant Positions**
 - Student Success Coaches
 - Will help work on student completion rates
 - Focus on success of student's experience during their time here
 - Instructional Designer
 - To help with the success gap between online and onsite learners.
 - Onsite according to data do better than online learners
 - Work toward identifying areas of concern and fix
 - Instructional Designer
 - Career programs w/ employers
 - Work on finding more employment for students after graduation
- **Rural Guided Pathways**
 - Chosen as 1 of 16 in the nation for this program
 - Looking at other schools and data to make successful pathways for positive student outcomes
 - Positive outcomes, information and procedures are shared and utilized by the 16 colleges to find best practices.

Old Business

- NC 2029 Employee Compensation Rule – Compensation/Classification Committee
 - Committee to work on Evaluation process
 - Compensation/Classification
 - Anyone interested should email Tricia Marker and/or Hilary Wilson to request to be on committee
- Staff Council BOG presentation is set for February 23, 2023 at 5pm
 - Will want to show how Staff aids in fulfilling the Strategic Plan
 - Encourage all staff to be thinking of other topics and ideas for presentation

New Business

- Chair Election
 - Ballot will be sent out next week for voting for Chair position
 - Due to Tricia Marker being the only one running, this will leave vacancy for Vice-Chair
 - Council requested anyone who had interest, Hilary Wilson volunteered – Margaret DeCola motioned to make Hilary Wilson Vice Chair, Regan Blaha seconded.
 - Hilary Wilson mentioned if she did fulfill Vice Chair someone else would be eligible to take on Secretary
 - Regan Blaha volunteered, Margaret DeCola motioned, Brianna Hickman seconded.
 - Chair position will leave vacancy in the Officials & Administrators group
 - Hilary Wilson will work with HR to get updated Sector List
 - Chair will appoint election committee to notify eligible employees to call for nominations
 - Also noted by Interim Chair, we currently do not have an appointed Treasurer.
 - Hilary Wilson will ask Rana for a printout of money that we do have
 - Discuss next meeting filling Treasurer position

Reports

Chair – Tricia Marker, Interim Chair

Wanted to extend a welcome to everyone and is very excited for the new year. Asked if anyone had anything they would like to share with the group on getting ready for Fall.

- Debbie Bennett thanked Recruiter Matt Thorn and all other volunteers for coming to the festivals and events in New Martinsville. These were events sometimes not attended in the past and it was great for the College. Talked to many potential students and community members and was a very positive experience.
- Bob Gibb wanted to thank Ida Williams and Julie Kloss for all the help they have provided getting New Martinsville students registered. He stated they were a huge help and they couldn't have done it without them.
- General agreement by others that this has been a hectic but good summer and everyone is ready to take on Fall Semester

ACCE - Jenna Derrico – WVNCC ACCE Rep and ACCE Secretary

The ACCE met for their summer retreat in July and elected a new slate of officers:

Chair: Lindsay Morgan, WVU Parkersburg

Vice Chair: Michele Lang, Glenville State University

Secretary: Jenna Derrico, WVNCC

The group received a training in Open Meetings Laws from Kristen Boggs, legal counsel for the WV Higher Education Policy Commission. Some important takeaways:

1. Meetings of the WV HEPC and CCTCE as well as all institutional BOGs are covered by this law. Staff council, faculty assembly, ACCE/ACF/ACS, and committee meetings are not.
2. The public has a right to be informed of these meetings and to hear all business at these meetings.
3. "Emergency" meetings must include an explanation for the emergency and the date and reason for the emergency must be posted as soon as is feasible after determining a meeting is necessary. These cannot be used when someone has forgotten to comply with the schedule for publishing meeting dates and agendas.
4. Executive Session should not be a standing agenda item (no "Executive Session If Necessary" at the bottom of every agenda). The item to be discussed must be on the agenda. All votes and official actions must be taken in the public meeting, so no "straw polls" or unofficial vote tallying can be done in executive session.
5. Members of the Board/Commission/Council/etc. cannot have any discussions outside of an official (in person or via phone/email/text) in which they deliberate toward a decision that is going to be made at a meeting.

The ACCE also learned about new employee orientation at WVU and the group discussed some best practices all schools could consider when onboarding new employees.

The group laid out its legislative priorities for the coming year, including:

1. Provide adequate funding for Higher Ed. The state needs to help keep tuition/fees competitive compared to surrounding states, direct surplus funding to deferred maintenance, and invest in salaries and a permanent funding solution for PEIA in order to attract and retain talent.
2. Invest in broadband and infrastructure needs.
3. Oppose Campus Carry legislation which strips schools of the freedom needed to make decisions that are best for the health and safety of their specific communities.
4. Increase the central office's authority to collect data, create consistent and equitable policy, and hold institutions accountable for violations. HR functions in particular need a lot of attention.
5. Mandate and fund regular and independent salary studies. Salary equity is a major concern (between men and women, internal equity among employees and across institutions, equity between employee types such as staff and faculty, etc). HEPC/CCTCE has to have authority to collect all data needed to conduct these studies effectively and in a timely way, as schools need this data to compete in a volatile job market,
6. Restore a cap on the number of non-classified employees. Making a majority of all employee non-classified weakens the entire system of classification and compensation and leads to iniquities.

The HEPC told the ACCE in late spring that a draft of a Request For Proposals (RFP) was prepared for the statewide salary market study. However, they have not provided a copy of this yet for the ACCE to review or share. The ACCE continues to urge the HEPC to approach this project with more urgency and transparency.

The ACCE has proposed meeting at WVNCC on October 17, 2022, beginning at 9 am. Please mark this date on your calendars and plan to attend if at all possible.

BOG – Hilary Wilson, BOG Staff Representative

Board of Governors Report – April 28 & June 23

Last meeting was the BOG Retreat on Thursday, June 23rd at the Highlands

- New WV state funding formula
 - Point system to determine funding for each College
 - Not competitive with other schools – we set our own goals and standards and try to improve on each year. The better we do to meet guidelines the more financial resources we are allotted
- New Martinsville Strategic Planning Group
 - Revamping our program offerings
 - CAN, EMT and PCT but will add LPN next year
 - Looking at additional education programs as well as plant & industrial programs such as the Chemical Operator program. Energy Technology will also be offered.
 - Plan is to grow this campus enrollment to 25% (currently at 14%)
 - Debbie Bennett also has a Campus Advisory Board composed of schools, local businesses, and Chambers that is meeting about once a quarter.
 - Marketing has been advertising for NM new programs, full page ads in paper, social media, digital ads, website. Recruiter has been attending many festivals and events.
 - Finalized 3 new positions and in final stages of job descriptions – Advisor/Recruiter, Librarian/Tutor/Advisor, Workforce/Community Education
- Top floor of Student Union approved for Wheeling Country Day School
- Rules being updated:
 - NC-2035 Employee and Dependent Tuition Waiver 1st & 2nd Reading
 - Will now include non-credit classes as well
 - NC-4019 Honorary Posthumous Degrees & Certificates
 - NC-4009 Student Code of Conduct 1st & 2nd Reading
- Repealed Rules:
 - NC-5006 Use of College Property

- The College maintains internal procedures to address the use of college property.
- NC-4002 Renewal of Promise Scholarship
 - No longer need a rule as this is regulated by the state
- Helping Heroes will be moving into the Columbia Gas Building next door to the B&O Building after renovations.
- 1 of 16 community colleges nationwide selected to participate in the Rural Guided Pathways program.

Next meeting August 25

Adjournment – 4:04

Motioned: Brianna Hickson, Seconded: Matt Thorn