

Staff Council Meeting

Minutes for February 24, 2022

Call to order – 3:02pm

Roll Call

Sector Representatives: Darryl Clausell, Hilary Wilson, Stephanie Cunningham, Regan Blaha, Brianna Hickman, Bob Gibb, Darryl Clausell, Tricia Marker, Thomas Queen

Absent: Jenna Derrico, Dan McClure, Rita Lyons, Scott Montgomery, Margaret DeCola

November 4, 2021 Approval of Minutes

Robert Gibb motioned, Dennis Thorn seconded

Guest: Pam Sharma

Accreditation

Will be sending full Power Point out to share with staff

- Assurance Report for HLC visit – 5 Criteria:
 - o 1 Mission
 - o 2 Integrity
 - o 3 Quality
 - o 4 Assessment
 - o 5 Resources
- Show HLC we are doing what we say and doing it correctly
- Objective to look at criteria's and see if any gaps before reporting to HLC – had 1 year to work on identified gaps – completed in Dec.
- Now writing second draft – using evidence and employee feedback – draft is in Brightspace. All Arguments and evidence will be posted for our review. Should be available next month.
- Draft – March 24-May 5 have all comments in
- Will be visiting all campuses to hold discussion to see if anything needs added, or changed
- Will take all comments and make edits, and publish report
- Will show at All College Day
- Published report will be put in Brightspace, will go out for final review. Then to final editor to help write as one voice in Oct. Final report to Assurance System Nov. 22
- Dec. 5 and 6 – HLC team on-campus visit. Will speak with staff. Ask questions such as – what do you think mission is of the College, how involved in report were we, etc. Scripted questions to practice answering. So we are prepared if asked anything we may feel we need help answering.
- Expectation – meet all criteria's

Chair Report

Staff Council BOG Report, tonight 5pm 2/24/22

- Emailed out for participation, received 4 replies
- Current officers

- Staff Council Updates
 - NC-2029 Employee Compensation Rule – to develop a fair and equitable system for employee compensation. Thanking board for letting us work on this – since we haven’t had any update since 2009 and should be following this guideline. Guidelines for establishing our salaries (use chart). Share with the Board that these guidelines exist and we here haven’t been using them.
- Strategic Priorities
 - Invest in Human Capital – that is investing in recruiting, employee satisfaction, onboarding,
 - Want to tell the Board that when it comes to onboarding, right now it may take from 3-6 months to get someone hired (in some cases longer) As part of strategic plan this needs addressed. Important for staff.
 - Current Staff Personnel Status – we have administrative cabinet level – 9, 66 employees. July 1 2021. 9 resignations. 12 positions filled (includes offers pending). Vacancies 5. New positions 2. In-process of posting for current positions 4. New 6.
 - We were close to 80 employees. For onboarding and hiring causes frustrations for staff to get our assigned duties done.
- Current Staff Morale
 - Morale was fairly good, seems as moving forward with hiring and duties, seems to has gone down somewhat, seems to be common consensus on all three campuses.
 - If we do not volunteer for committees it shows lack of interest – ex. Rules committee – needed 2 staff and no one volunteered. Need to get staff to be willing to volunteer.
- The Experience
 - Us gauging or evaluating our positions at the institutions – customer service, costs, duties, - our total experience is what carries how we react when speaking to the public. Only a few negative comments can hurt our enrollment. Our experience has to be balanced between faculty, staff and administrators. We may depend on marketing to get the word out for advertising – but staff play a huge part in selling the college.
 - It only takes a couple bad experiences to outweigh the good.
- Thank you
 - Thank you for Strategic Plan
 - NC-2029 Rule
 - Staff plays huge part and does great job fulfilling our duties – no recognition for good review, only reprimands for poor review – guidelines must be in place for staff to strive to excel and fulfill responsibilities to the best

WV Governor Higher Ed 5% increase. WVU is sending to Governor. Northern will receive about 50% from the gov. We will have to come up with the other %. There is not decision on this currently. But could include – tuition increase, etc. Needs to be sent to Board to approve. This would include staff and faculty. We still have institutions that are classified and non-classified.

Internal Conflict

- Promotion
- Hiring
- Supervisors reaction
- Transfer of Job

Dr. Mosser wants Chair to come with employees to work through issues if not getting an answer. Chair will gladly work with any staff on questions and concerns to make sure they have the proper knowledge and tools to argue their case. Go in, have conversation, with Staff Representative – rather than handle on your own. Chair will research by using HEPC guidelines to determine what should be followed. Makes things happen in timely manner and get answers.

When applying for a job - no response whether you application was received, if you are getting interview, if you are being considered, why you aren't. No response is not ok. One person is handling every onboarding – Chair is trying to identify weak areas, but needs to know what they are in order to help. Certain areas have so many duties and dealing with so many departments – enrollment is increasing, along with workload. We are doing are part – but still look for fair compensation. We have lost some important positions – due to bonuses, plentiful job, remote work options and being paid great salaries.

Adjournment – 3:58

Motioned: Tricia Marker, Seconded: Matt Thorn 4:17