

Staff Council Meeting

Minutes for February 25, 2021

Call to order – 3:04pm

Chair Darryl Clausell called the meeting to order.

Roll Call

Sector Representatives: Darryl Clausell, Scott Montgomery, Bob Gibb, Jenna Derrico, Matt Thorn, Shelly Reager, Hilary Wilson
Absent: Dan McClure

December 17, 2020 Approval of Minutes

Jenna Derrico motioned, Bob Gibb seconded

February 11, 2020 Approval of Minutes

Jenna Derrico motioned to approve, Shelly Reager seconded

Guest:

Pam Sharma – Institutional Research Updates:

- Strategic Plan Goals
 - Meetings are ongoing with CIC groups. If anyone has any items for CIC send to Pam or Council Chair to share.
 - Each department at College should be coming up with 3-4 strategies for Strategic Plan dealing with their department
 - Will be looking at key performance indicators, strategies, matrices, etc.
 - Environmental Scan
 - Consultant coming in fall to meet with College employees and community members to look at trends of Scan
 - Scan discussions will lead to planning of Strategic Plan goals based off of Environmental Scan
- Interactive Data – “Quick Facts”
 - Quick Facts Dashboard created by IR (Shelley DeLuca and Melanie Baker)
 - All employees will be able to access data
 - Interactive data for enrollment and graduates
 - Specifics and different categories
 - By campus
 - Degree type
 - Trends
 - Full and Part-time
 - Student type and more
- Any questions, ideas or comments on any of the above, please email or call Pam

Election:

- Full Assembly Election (according to By Laws/Constitution) to occur in April
- Election committee will move focus to this main election, instead of filling any vacancies now
- Chair sent new Sector List from HR
- Consensus from Council
 - Move forward with election committee
 - Work with Chair on timeline, any questions to HR, etc.

HR Follow-Up:

- Evaluations
 - Some employees did not receive back signed/finalized evaluation
 - Waiting on response from HR to see timeline/who didn't receive/etc.
- Onboarding and Exiting of Employees
 - Process has started, first email was received with new onboarding process in place that will allow staff to know the following of new hires:
 - Official Title
 - Working Title
 - Sector
 - Supervisor
 - Email Address
 - Phone Number
 - Office Location
 - Process for Staff Council sector purposes:
 - HR will provide EEOC listing, council can then determine if movement need made to different section to comply with by-law designations

Motion by Jenna Derrico to move Regan Blaha to Officials and Administration, Julie Kloss to Professional Non-Faculty. Bob Gibb seconded. Motion Approved

- Chair will follow-up on some employees still on list that are uncertain of placement/employment or should be moved to different sector: Lisa Baker, Nikki Donahue, Terri Hippensteel, Cameron Kefuaver, Karri Mulhern, Rana Spurlock

Remote Learning/Work:

- New language discussion with Dr. Mosser at President's Council for Remote Learning
 - Remote Work Day – instead of "College Closed" (weather, emergency, etc.) would be "Remote Work Day" so education for students can continue
 - Sick or Annual Leave – Through discussions with supervisor, staff could opt to work remotely instead of taking "Sick or Annual Leave"
 - Remote Work/Learning leads to more leniency, flexible hours, productivity
 - Flexibility with intent of working relationship to go further than "just be here or not"

- Does lead to questions from departments that cannot remote work
 - Looking into issues such as - snow days differ for maintenance than other departments
 - Could there be other days set aside for them to work remote?
 - Have list of occasional off campus tasks that would be saved for these days?
- If any issues, questions, unfair practices seem to arise - contact chair for Staff Council support.
 - Council needs to oversee that staff feel fairness is in place

BOG Presentation:

- Presentation at Board meeting tonight, February 25
 - Chair has shared presentation to Council by email, along with script
 - Points being made:
 - Showcase staff's passion for WVNCC
 - Teamwork, here for each other, like a family
 - Staff always trying to make the College better
 - We are engaged and involved
 - Will showcase concerns as well
 - Compensation/Classification
 - slotting/pay grades – process needs explained and guidelines set
 - We are committed to moving forward – but still have questions that need answered
 - Secession Planning
 - Too often someone leaves and we are left to pick up workload with no replacement ever made

ACCE Report – Jenna Derrico:

- Trish Humphries and Classification and Compensation Committee
 - Still questioning work being done with Classification and Compensation Committee
 - Compensation and Review Committee needs to be meeting, needs to be transparent on what is going on with meetings and timelines
 - Still have not received confirmation from the HEPC that they're planning to do the 5-year market study
 - Not proactive or maintaining transparency on yearly market studies
 - ACCE is pushing to assemble committee and work on these issues
- Legislative
 - General bill summary was given – ACCE has asked for a specific breakdown of items rather than the whole bill with everything in it
 - ACCE has asked for House and Senate meetings to be scheduled
 - Jenna will be sending Staff the Legislative Bill Status Charts as they come out

BOG Report – Shelly Reager:

Meeting tonight February 25

Motion for adjournment Bob Gibb, seconded Matt Thorn

Adjourned 4:19