

# **Staff Council Meeting**

Minutes for October 29, 2020

## **Call to order – 3pm**

Chair Darryl Clausell called the meeting to order.

## **Roll Call**

Sector Representatives in attendance were: Darryl Clausell, Scott Montgomery, Matt Thorn, Jenna Derrico, Shelly Reager, Hilary Curto, Dan McClure

Robert Gibb (excused)

Staff: Becky Yesenczki, Said Leghlid, Alicia Frey, Lisa Baker, Melanie Baker, Tina Edwards, Shelley DeLuca, Joan Harvath, Rita Lyons, Regan Blaha, Kristi Aulick, Lyndsie Scott-Guzek, Jack Montgomery, Kelly Dlesk

## **Approval of Minutes**

Shelly Reager motioned, Matt Thorn seconded

## **Introductions of Guests:**

Dr. Mosser – WVNCC President

Robert Brak - Director of Human Resources

John Lantz – Faculty Senate President

## **Dr. Mosser:**

- Covid 19 Update
  - 1<sup>st</sup> Case of Covid reported
    - has tested positive – will now do send away test for confirmation (results in 2-3 days)
    - Classrooms that had contact with student have been cleaned and disinfected
    - Contact Tracing Team following protocol and proceeding with proper actions
- Surveillance Testing
  - Chancellor's office, along with WV Governor announced mandate for Surveillance testing (Thursday, Oct. 1)
  - Testing protocols being set up by DHHR/in coordination with local Health Departments: 10% of population each week, to include students and employees
  - WVNCC selected two test administrators (Friday, Oct. 2)
  - By following week Allied Health Faculty Bonnie Peterman and Jill Keyser were trained on testing procedure, testing began Oct. 19.
  - Testing is required: employees will be contacted by supervisor if they do not test
  - As of this time, testing after Thanksgiving break dates are not known

### Robert Brak:

- Sector Position Questions
  - HEPC divides classifications
    - Looking over the classification sectors, as of now, most look properly placed
    - An analysis report is being done to take a closer look and identify any improper placement
    - Staff Council will receive this updated list once completed
      - List will be used to help fill staff council vacancies and make sure all sector staff are being reached
    - Going forward there will be a more streamlined procedure to announce new employees, changes to titles, job vacancies – utilizing HR, IT and Marketing

### John Lantz:

- Faculty and Staff have agreed to having staff representation on Faculty Assembly / faculty representation on Staff Council
  - Staff Chair will be attending next assembly meeting Friday, Nov. 6
  - Faculty Senate President will attend upcoming Staff Council meetings
    - Email [jlantz2@wvnc.edu](mailto:jlantz2@wvnc.edu) with any question or concerns to take to Faculty Assembly
- WVNC Recruiter, Regan Blaha will be attending Faculty Assembly on the 6th to discuss recruiting plans

### Constitution Updates:

- Available on website:  
[https://www.wvnc.edu/docs/61\\_WVNCClassifiedStaffAssemblyConstitutionDRAFT\(FinalDraft2019\).pdf](https://www.wvnc.edu/docs/61_WVNCClassifiedStaffAssemblyConstitutionDRAFT(FinalDraft2019).pdf)
- Staff Chair encourages everyone to look over constitution, and pointed out some sections of the Constitution that had come into question recently:
  - **Assembly Meeting** - Chair noted that the first Staff Council Officer Meeting, held September 17, was to refresh on where Council had left off previously and prepare for our first actual Staff Council meeting, held on October 29. This was an Assembly meeting only.
    - Section A-Assembly (page 9)
      - The Assembly shall meet as necessary as determined by the Council. The Assembly is not required to meet to conduct elections if the Election Committee chooses to conduct the election using online voting procedures.
  - **Full Council Meeting** – Full Council meets monthly.
    - Section B-Council (page 9)
      - The Staff Council shall meet at least monthly or at the call of the Chair. The Council can also meet at the request of one-third of the members of the Council. With appropriate notification to the President of the institution, the Chair may convene Council meetings for the purpose of sharing information and discussing issues affecting staff or the efficient and effective operations of the institution.

- **Council Vacancies & Movement** – Chair noted vacancies needing filled, also need to determine on representatives that have had job movement or changes (working on this with HR):
  - Section B-Council (page 3)
    - Membership in the Council shall include representatives elected from and by the following sectors, as assigned to each employee at the time of hiring or subsequent change to job description:
      1. Administrative Support and Paraprofessional - three representatives;
      2. Professional Non-faculty - three representatives;
      3. Officials and Administrators - two representatives;
      4. Service and Maintenance - two representatives.
  - Section C-Movement of Representatives within Sectors (page 3)
    - Movement from one sector to another, whether by promotion or a change to an employee's job, shall not affect an employee's position as a representative on the Council, even if it results in more than the default number of representatives from a sector being present on the Council. The employee would represent the new sector for the remainder of the term, and the vacancy would be filled in accordance with Article VI.
- **Protocol for staff concerns/issues** – Chair noted for any staff member with an issue or concern to bring to the attention of Chair or Sector Representative for Council to assist staff member. Coming to Council initially is recommended, so Staff Council can represent employee from the beginning.
  - Section A-Assembly (page 1)
    - The purpose of the Assembly shall be:
      1. To share information and discuss issues affecting staff in relation to the efficient and effective operations of West Virginia Northern Community College ("WVNCC").
      2. To elect staff representatives to the Staff Council, the Advisory Council for Classified Employees (ACCE), and the WVNCC Board of Governors (BOG).
      3. To communicate, through the Staff Council, comments and concerns dealing with policies and procedures affecting staff to the President, the Board of Governors, and when deemed necessary, members of the West Virginia Legislature.
  - Section B-Council (page 2)
    - The purpose of the Council is:
      1. To facilitate staff input into decisions which affect staff;
      2. To recommend staff representation on all official institutional committees;
      3. To actively support and encourage staff development and promote the interests of staff members, being aware and concerned with the subsequent effect upon the college as a whole;
      4. To make any and all recommendations to the WVNCC administration as deemed necessary and proper by the Assembly;
      5. To encourage support and cooperation among staff, administration, faculty, and students; and
      6. To share with the Assembly all appropriate and relevant information as it may relate to or originate from other WVNCC Councils, Committees, and/or other WVNCC constituencies.

## **Old Business**

- Agenda – please make sure to email or call Chair or sector representative with any agenda items you would like added.
- HR Reporting to Council
  - Planned presentation given with Robert Brak - working on realignment, new hires, sector list – will be provided to Staff Council
  - Will invite HR to meetings when needed
- Fundraising
  - Rana will be giving us current amount
  - Will continue with MJK Award
    - Jenna Derrico has talked to Alicia Frey and Karri Mulhern, need to find out about Karri's new title to still serve on credentials committee, would still continue if able

## **Reports**

### **BOG Report – BOG Rep, Shelly Reager**

- Not present

### **Chair Report – Chair, Darryl Clausell**

- Appreciates attendance – continue as Sector Reps to encourage other staff to join in
- Continue to work on filling Council vacancies
- Thankful to administration and staff for all our hard work during Covid. Getting through with no layoffs or furloughs as other Colleges have faced. Continue to work together and be positive.

Adjournment 3:42