

Staff Council Meeting

Minutes for March 16th, 2023

- I. **Call To Order:** 1:06 PM
- II. **Roll Call:**
 - a. **Representatives:** Jenna Derrico, Tricia Marker, Dan McClure, Christopher Corbin, Hilary Curto Wilson, Stephanie Cunningham, Regan Blaha, Dennis Thorn, Scott Montgomery, Thomas Queen, Rachael Ferrise
 - b. **Absent:** Robert Gib
 - c. **Guests:** Debbie Bennett, Cassandra Hackbart, Sky Lim, Anna Zills, Nolan Rawlings, Hope Coffield, Terri Phillips, Dan Eddy, Tessa Weisenborn, Russell Brown, Lisa Soly, Angela Hawk, Wendy Doolin, Jamie Risner
- III. **Introductions of New Employees:**
 - a. The group welcomed new employees, Terri Phillips and Anna Zills.
- IV. **Vice Chair Report:**
 - a. Tricia Marker and Hilary Wilson met with Dr. Mosser on February 22. He is on board with concerns regarding Campus Carry.
 - b. There is a plan in place to create an official lending library and a formalized process for students to borrow technology from the school.
 - c. Staff requested professional development for supervisors. Dr. Mosser wants Staff Council to work with HR Office on this project.
 - d. HS Office will update any current postings that are missing pay ranges and will provide one for every listing going forward.
- V. **Human Resources Update:**
 - a. Tricia Marker provided a written update from Robert Brak. All inquiries that previously went to Ardell should go to Bob until the HR vacancy is filled. Chris Corbin is handling staff ID badges and will train Bob when the new door and ID system is in place. The outer campuses will print their own staff badges temporarily. All staff will have new ID badges printed when the new system is in place. HR is also handling parking tags.
 - b. Questions about specific vacancies should be directed to a Cabinet member, preferably the one in your department. Level 1 priority jobs have been filled and the HR Office is working on priority level 2.
- VI. **Old Business:**
 - a. Presentation to the Board of Governors – February 23
 - i. The presentation was well received, and the BOG is paying a lot of attention to the issue of PEIA premium increases.
 - b. Campus Carry
 - i. Legislation has passed and will be effective in July of 2024.
 - c. Elections
 - i. Rachael Ferrise was confirmed to fill the professional non-faculty sector rep vacancy for the rest of the term ending June 2023. Elections for the next term are in April.

VII. **New Business:**

- a. Cabinet discussed a development at the state requiring 14-character passwords with fewer special character requirements, effective May 16. WVNCC will need to update handbooks, Let's Get Started Guides, etc. More info will come from David Barnhardt.
- b. The group discussed email lists, staff directory, and onboarding checklist for new staff. Supervisors should tell IT when they are filling a position what technology and access needs they will have prior to that person's start date. The Oz system is being updated in 2 weeks and could be used to create a default form that supervisors could enter this info into. The employee onboarding process should be on next month's agenda as well.

VIII. **Minutes:**

- a. Hilary Wilson motioned to approve February 2023 minutes as amended. Chris Corbin seconded. Minutes are approved.

IX. **ACCE Report:**

- a. HEPC HR data portal has been updated with October 2022 personnel data (employee headcount, FTE, salary snapshot, faculty composition, and demographics). You can access this at wvhepc.edu
- b. The group encourages staff to be very involved in the next year with implementation of SB 10 (campus carry). Make notes of concerns and costs to take back to the legislature in the 2024 session if needed.
- c. Staff Council Chair meeting – 17 people attended the first meeting. Another is scheduled in April. The group discussed fear of retaliation and lack of engagement or active participation in council matters. One key piece of advice is to be sure administrators are providing updates at every meeting and invite staff to submit questions ahead of time and after the update.
- d. Fewer reporters are overseeing legislative activity, and WV legislature is taking disturbing liberties they never have before. All staff should be active in contacting legislators with concerns and priorities well before the legislative session.

X. **BOG Report:**

- a. Nursing sim lab is opening on all three campuses.
- b. A \$38,000 grant was approved for a dyslexia program partnership with Wheeling Country Day School.
- c. Bluefield State wants to offer 2-year programs. HEPC did not approve this so they are going directly to the legislature. Faculty have voted no confidence in the president.
- d. The search for the VPAA/Provost position is going well.
- e. Rural Guided Pathways – staff and faculty visited Alabama with some local partners like Jobs & Hope and law enforcement.
- f. Employee Leave Rule – Replacing sabbatical/emergency/and other leave
- g. Tuition Increase – 2-4% increase discussed

XI. **Sector Rep Reports:** None

XII. **Committee Reports:** Nursing program received a grant for the Medical Lab Technician program lab in 415 in the Education Center and in New Martinsville.

XIII. **Call for Adjournment:** Jenna Derrico motioned; Thomas Queen seconded. Meeting adjourned at 2:48 pm.

Respectfully Submitted, Jenna Derrico