

Staff Council Meeting

Minutes for November 4, 2021

Call to order – 3:04pm

Recorder Hilary Wilson called meeting to order (Chair and Vice Chair were unable to be available for start of meeting and joined in later.)

Roll Call

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

September 23, 2021 Approval of Minutes

Brianna Hickman, Regan Blaha seconded

Guest: Pam Sharma

HLC Update

HLC Committee is spending time looking for any gaps in evidence.

- Any staff who wish to participate please let Pam know.
- Also asks staff to read arguments and let the committee know: how they are doing, anything you feel they may have missed.
- Documents will be available in January to look over.

Employee Satisfaction Survey

All staff should have reviewed survey. Survey has lead to:

- Findings have them looking closely at Institutional Effectiveness
- Found a large gap between “importance and satisfaction” survey results.
 - If gap was 1.4 or higher this was considered notable and to be studied more and look for ways to improve.
- 3 areas have been identified as needed to be studied and worked on:
 - Hiring process – onboarding new members
 - Communication across departments
 - Student satisfaction

2 surveys and independently came up with same results

- Employee Satisfaction Survey showed the same data as in the CIC survey
- Going to combine these processes
 - Sub-committee of Institutional Effectiveness Committee has been formed and will meet on as needed basis

Tasks force – Pam highly encourages staff to volunteer if you would like to participate contact Pam or any CIC member.

Strategic Planning workshop Nov 11 and 12 – Pam asks that you attend at least one. Need count before to prepare, so please respond to emailed poll if you would like to attend.

Chair Report

Rule: NC-2036 - WVNCC Staff Compensation Management Rule and WVNCC Staff Compensation & Classification Guidelines

- Because compensation rule was never approved or finished and guidelines are also not finalized or updated:
 - Dr. Mosser wants Council to put together immediately rule for full time staff compensation
 - Get Rule to BOG for approval then to Rules Committee
 - As soon as rule is approved we then can work on actual information behind it
 - For now Council just need to get the Rule description finalized and get to BOG
 - What it is (the rule) based on fair and equitable compensation
 - Limited to non-classified staff and possibly not cabinet
 - Former compensation and classification guidelines will then be used for figuring out the full content of it/procedural component
 - Some things to keep in mind going forward when we do work on rule and guidelines:
 - There is data showing how well are faculty are compensated statewide – should be goal of ours to compare staff to other 2 years and see if same is true is for us.
 - Are we at the top or lower compared to other institutions?
 - Break down to straight salary chunks and/or sectors
 - Would be positive to show Northern pays competitive wages to get desirable employees
 - Needs to be fair and equitable compensations system for staff
 - Paying new hires more than staff already here doesn't fair well. So new staff salaries start lowest possible when hiring.
 - Darryl, Jenna, Tricia, Thomas have volunteered to work on Rule to get to BOG quickly

Advisory Council of Classified Employees Report

The ACCE met most recently at West Liberty University. In the past month, the ACCE executive committee met with Chancellor Tucker, and as ACCE Chair I presented annual updates to the Commission and the Council. ACCE shared the many ways staff have been instrumental during covid.

ACCE highlighted the huge shift in positions from classified to non-classified since 2017 legislation which leaves thousands more employees unrepresented and vulnerable to retaliation. The shift also complicates personnel data collection and analysis, including the 5-year market study necessary to maintaining the state classification and compensation system.

ACCE stressed how crucial it is for the Commission and Council to fund a credible external market study that can go beyond the bare minimum. Anyone conducting the study needs to understand the intricacies of classified and nonclassified jobs in the state in order to find true benchmark jobs and compare us to our actual peers.

The ACCE urged the Commission and Council to help schools adopt proper job code, job titles, and software to allow for complete and comparable data collection.

ACCE asked for updates on institutional policy review at the Commission and Council. There is follow-up scheduled with the HEPC's general counsel to learn about the current state of policy review and find out how staff can stay informed of the results of these reviews.

A draft of a funding model has been developed, and we're awaiting the stage where constituent input is solicited and incorporated into the product. Feeding historical data into the model will also show us how this model would have affected our funding in past years which could help identify problems.

ACCE always advocates for the legislature and governor's office to find a permanent funding solution for PEIA. If PEIA does not get new money injected into the program there will be significant premium increases starting with 2024 (9%), 2025 (16%), and 2026 (12%). The governor's task force, created after the 2018 teacher strike to address this issue, hasn't met for months and has not succeeded in finding a solution to this funding need.

ACCE has started creating a survey to identify barriers for staff to participate fully in shared governance. The goal is to identify anything that might prevent or hinder a staff person from attending staff council (or ACCE or BOG) meetings, running for a position on the staff council/ACCE/BOG, participating in or chairing committees of the staff council or institution, and/or contributing to staff projects. The ACCE will give lots of advanced notice when this survey is about to go out and will be asking for all staff's support in participating.

Jenna Derrico
ACCE Chair and WVNCC ACCE Representative

Board Of Governor's Report

COVID Update

Faculty and Staff vaccination rates are at 85%

College Update

Continuing to work on expanding and continuing relationships with community businesses. Received a \$429k grant for new CAS LPN and LPN to RN transition will start with focus on NM campus. Received a \$75k grant for new CAD equipment and lab. \$35k apprenticeship training grant with Technocap.

50th Anniversary launched with time capsule burial to be opened in 2047 at 75th anniversary, 70's Halloween Party, Party in a Box, Anniversary Gala on May 14th (same weekend as Commencement) at the Scottish Rite building. Gave all the BOG members a 50th t-shirt. Marketing has made videos for social media highlighting different past employees, community members, working with 50th Anniversary Committee – made "Party in a Box" to hand out to community members for social media sharing in celebration, Historical sub-committee making a History Room to feature WVNCC memorabilia.

Strategic Plan Update

Dr. Sharma presented on key performance indicators for the Strategic Plan from 2018-2021. Goals include student success, workforce, student access, and fiscal stability.

Graduation Survey Results: Students responded very positively to survey. If you were to begin your education again would you choose Northern – over well over 80% said yes. Majority of students met their goals, majority of students will stay in state.

Economic & Workforce Development

Testing Center remained open during COVID, administered around 1700 tests while operating at half capacity. Hoping to extend the testing center to Weirton. Fork Lift training is new and been doing well working with local businesses. Summer Welding Institute had 12 students, 3 women. Paramedic Program has a wait list. Working with Reynolds Hospital on EKG and phlebotomy.

Foundation

Heart of Gold Campaign – donating for 50th Anniversary open to employees to donate through pay.

Financial Update

We have a balance of 10.5 million in reserves, even after spending capital funds this year.

Adjournment – 3:51

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