

WVNCC Staff Council Minutes
March 21st, 2024, at 1:00PM via ZOOM/ Auditorium

- I. **Called to Order:** 1:00pm by Staff Council President Tricia Marker
- II. **Roll Call:**
 - a. **Present:** Tricia Marker, Hilary Curto Wilson, Regan Blaha, Stephanie Cunningham, Jenna Derrico, Scott Montgomery, Tillie Ossman, Thomas Queen, Daniel McClure
 - b. **Excused:** Dennis Thorn and Christopher Corbin
- III. **Review of Minutes:** Regan Blaha moved to approve the minutes of the February 14th, 2024, meeting. Jenna Derrico seconded. Motion carried; unanimously approved.
- IV. **Guest Speaker:**
 - i. Dr. Mosser and Stephanie Kappel joined the Staff Council for a SWOT Analysis discussion. Please see below for the notes that were taken:

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| Strength | Programs and need for programs (i.e. WT & NM Strategic Growth Plans) |
| Strength | Flexibility to emerging needs in community |
| Strength | Responsiveness |
| Strength | Parking on Wheeling Campus |
| Strength | Affordability |
| Strength | Close to home; convenient with online options |
| Strength | Strong reputation in the community |
| Strength | Staff are approachable and passionate |
| Strength | Value in employees with institutional knowledge |
| Strength | Stability compared to other local institutions |
| Weakness | Quick to jump on software without looking at everything |
| Weakness | Written procedures on processes |
| Weakness | Difficulty with some services such as ID Cards, Email and portal |
| Weakness | Aging facilities/infrastructure |
| Weakness | Cross divisional training |
| Weakness | Silo behavior |
| Weakness | Pass students around rather than listening and answering question |
| Weakness | Difficult for students to see information |
| Weakness | Need for CRM. Communication doesn't always branch through all areas |
| Weakness | Clear career ladders for staff |
| Weakness | When employees leave, there are often gaps in duties |
| Weakness | Bookstore and eBooks have been difficult |
| Weakness | Not having partnerships for childcare |
| Opportunities | EGCC |

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| Opportunities | Interest in short term training and micro credentials |
| Opportunities | High school student initiatives/state dual pathways |
| Opportunities | 4 year degree not as beneficial as it once was |
| Opportunities | career and trades |
| Opportunities | Outsourcing some tasks such as grass cutting to better utilize employees |
| Opportunities | Include more certifications within programs such as Salesforce |
| Opportunities | Remote work and partnerships |
| Opportunities | Career partnerships could be expanded |
| Opportunities | Move buildings towards more energy efficiency such as LED lights |
| Opportunities | We are the only state community college who enrolls international students. |
| Opportunities | Veterans building is right next door |
| Opportunities | Expanding what we do for community |
| Opportunities | Identifying publicly 100% online programs |
| Opportunities | Bridge the gap between workforce and credits such as stackable credentials |
| Opportunities | Trainings for supervisors |
| Opportunities | Long term goals for each area of the college |
| Opportunities | CELT Lab can continue to grow and offer staff development |
| Opportunities | Mental health support |
| Threats | Road construction |
| Threats | Childcare & Transportation |
| Threats | Legislative support for higher education |
| Threats | Trades and people who think they do not need a degree |
| Threats | Lack of nursing instruction in Weirton |
| Threats | More flexibility with attendance |
| Threats | Other institutions promote/advertise how flexible they are |
| Threats | Smaller group of high school students to recruit |
| Threats | Lack of CRM |
| Threats | We can use Banner and Argos for more things than we are. |

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| Threats | We do not get good data from the state on staff salaries - issues with compression |
| Threats | Regulation compliance and technological disruptions such as internet in Weirton |
| Wish | Communication could be better. |
| Wish | Pay could be fairer |
| Wish | Things move too slow |
| Wish | SOP - Standard Operating Procedures for every job |
| Wish | New building in Weirton |
| Wish | More in person classes |
| Wish | Provide a food plan/option for students |
| Wish | Provide mental health for students |
| Wish | Employees feel they can accomplish their job in 37.5 hours |
| Wish | Employees work together as a team and be kind to each other |
| Wish | To keep good people, we need to look at things other than composition such as 4-day work week in summer |

V. New Business: None

VI. BOG Report:

- a. Executive Conference Room Update
 - i. Donations have been made and will continue to fundraise for this room.
 - ii. Tuition and Fees were approved at 4%- 17% lower than most colleges in the state.

VII. ACCE Report:

- a. The ACCE met at the Marshall University South Charleston Campus on March 8, 2024.
- b. Salary Market Study – Taran Wolford and Patricia Humphries, Higher Education Policy Commission
- c. Taran Wolford and Patricia Humphries spoke about their on their ongoing work on the salary market study. Vice Chancellor Humphries said that at the next meeting of the state’s Chief Human Resource Officers, she would be sharing instructions for each institution to upload job descriptions into SharePoint for the HEPC to use for this project. They are requesting all regular, full-time non-faculty job descriptions from all institutions – both classified and non-classified.
- d. The Vice Chancellor planned to provide an updated salary schedule to the HEPC at their next scheduled meeting. This is only an interim schedule they are proposing, as it will not be based on any new salary market survey data. The HEPC will take 2017 wage data and age it based on wage inflation only – not total compensation, CPI, or other factors which affect salaries.

- e. The ACCE is concerned that it's not a best practice to age data this many years with this method, but Vice Chancellor Humphries indicated this is only a temporary measure until a new schedule can be produced using the data from the salary market study.

VIII. Overtime Act of 2023

- a. The group discussed a 2023 proposal by the Department of Labor to increase the minimum salary needed to be exempt from overtime pay according to the Fair Labor Standards Act to \$1059/week (\$55,068/year), but no changes have been enacted into law yet. Schools should be aware of the proposed changes and be ready to respond if such a measure were approved. Schools could raise the salary of employees to that amount or greater to retain the employee's exempt status or else prepare to pay them overtime if they remain below that threshold.

IX. Legislative Updates

- a. Some members of the legislative committee spoke with legislators at the Capitol. ACCE members were able to engage with 6 senators and delegates, legislative staff, as well as some candidates running for office this year. The focus was building connections, educating legislators on staff priorities and concerns, and preparing for future legislative sessions.
- b. The ACCE had kept an eye on several pieces of legislation this session which ended up not becoming law such as a bill targeting DEI initiatives, a bill with funding penalties for not increasing local food sourcing from 5-10%, and the Hunger Free Campus Act. We'll continue to watch for a special legislative session in May to determine the state's budget.

X. No Committee Reports

a. Salary Committee-

- i. The Salary Committee is going to develop a list of questions for the HR office about compensation management and the hope/goal is that HR will be able to answer those questions and provide the whole Staff Council with those answers.

XI. Regan Blaha called for adjournment. Jenna Derrico motioned; Meeting adjourned at 2:43pm.