



Meeting Minutes

Wednesday, October 26, 2022, 2:00 p.m.

Online Conference

- I. **Call to order** - The meeting was called to order by Spencer Flanagan.
- II. **Roll call** – Conducted by Donna Trickett.
- III. **Approval of the minutes for the September 28, 2022, meeting.** BOG representative Jon Dodds asked for a motion to amend the meeting minutes from the previous meeting. There was a motion and a second. The vote to amend the meeting notes was unanimous. The amended meeting minutes were placed on the official record.
- IV. **Announcements and Reminders** – Spencer Flanagan gave an update on the presidential search. Day of giving donation opportunities for the Staff Council Scholarship were announced. Susan Rodriguez gave an update on the United Way Campaign. Ken Fettig and Lori Schoonmaker gave an update about the upcoming commencement procedures.
- V. **Administrative Reports**
 - Report from HR – Ashley Maxey reported on an email that was sent to employees about approval of appropriate dress code for Halloween costumes. On November 4, Sierra Spitzer will be leaving Benefits. Ashley will be assuming those responsibilities. White Hall Pharmacy has not responded about returning to campus to give flu shots to the employees.
 - Report for IT – Christa Kwiatkowski reported that Banner would be down on November 23 for upgrades.
 - Report from Physical Plant/Facilities – Dr. Joseph Han – Thirty-four gliders have been added to the campus. Work by facilities is now scheduled out to four months with the goal of scheduling out a year. Dr. Han has been emailing departments regarding facility needs and asked all employees to alert them of issues that need to be addressed. He reported that there is a water leak on Squibb Wilson which is potable water; repairs will require digging on the service road at Hunt Haught Hall with possible shutoff of water in some buildings (leak about 3 gallons per minute). He reported that Donnie Strand has retired but is on a retainer for once a month. Jamie Colanero will also be retiring in early January 2023. Dr. Han plans to fill these vacancies in-house with employees already in training. Lenora Montgomery has taken some of Donnie’s duties and Jeff Hamrick is in training with Jamie to learn about the upkeep of the grounds. Plans are underway for a larger compost area. Dr. Han also shared his screen showing the tracking of how the time/energy is used by the facilities crew.
 - Report from Student Success – Ken Fettig – Navigate usage is up by advisors. The Bryant Street campus entrance Flag Circle now has 10 international flags. We currently have 30-40 international students representing 18 different countries. - Alicia Kalka – They are continuing to focus on Spring '23 enrollment; Fall '23 is the primary focus. Recently they presented to the BOG their University Relations and Marketing materials for enrollment purposes. Information was also shared with the Academic Deans for them to share with their Chairs. If anyone is interested in participating in the SOAR events, please contact Alicia. They are also continuing with their Key Recruiting Partner program. If you are interested, please contact Alicia. Housing numbers are up.
 - Report from Student Government – Ken Fettig reported that they hosted a successful formal event.
 - Report from Interim President – Dr. Phillips – None; unable to attend.
 - Report from Interim Provost and Vice President for Academic Affairs – Tim Oxley made a request for volunteers for the November 19 Fairmont State University Commencement. He also reported that regarding our Higher Learning

Commission Re-accreditation, which was scheduled for October, the Commission has given us additional time due to the leadership transition and loss of critical positions. Dr. Harvey is now our Accreditation Liaison Officer and has a plan to get us ready for the Commission's visit on April 3-4, 2023. When our information is complete in December, it will be shared with campus community, including the Staff Council, which would not have happened if the Commission had visited the campus in October. This re-accreditation process is important for us to continue to operate and fulfill our vision as a university. During the Commission's visit in April, they will meet/talk with different campus groups at their choice. He also spoke about the restructuring of the Provost Office and the reassigning of some duties in their appropriate areas.

Council Reports

- BOG Rep Report – Jon Dobbs – From the BOG meeting, Dr. Phillips reported that the accreditors will be here, and we soon will be the only one to have an accredited Master of Architecture in the state. The budget is being thoroughly looked at so everyone will understand the intricacy of our budget. Report will then be brought back to the BOG. Money was transferred from the Reserves to purchase a new plane for the Aviation Center which has been delivered. Relations are continuing to be good with Pierpont with some articulation agreements being worked on. The Foundation reported that the Homecoming events were successful. They continue to work on donations and the upcoming Annual Day of Giving with a goal of \$350,000.00. The funding formula was also discussed. It was noted that Pierpont made their payment. In Auxiliary Funds, we currently have 353 days cash on hand compared to 275 last year. There are some transfers to be made to the Dining Hall and the Bookstore. With those factored in there would be 324 days cash on hand. Audit was completed which will be presented to the BOG. Also reported that there was a successful Aviation Career Fair held with many students gaining employment opportunities and internships.
- ACCE Rep Report – John DeVault unable to attend. Spencer reported that John attended an ACCE meeting which addressed a staff engagement survey for non-faculty employees in the state. A presentation was also given from the HEPC regarding student mental health initiatives on college campuses.
- URM Updates –

Committee Reports

- Scholarship Committee – None.
- Staff Development Committee – None.
- Fitness and Wellness Committee – None.
- Survey Committee – None.
- **Presentations** – Chief Jeff McCormick is asking for a letter of support for an application they are putting into the active bystandership for law enforcement project. It was unanimous from council members to draft the letter of support. Chief McCormick – This program prepares officers to successfully prevent harm instead of standing around and watching and a culture that supports and encourages peer intervention. It teaches officers how to intervene and how to accept that intervention which reduces law enforcement misconduct. It does not cost us anything to get involved with this program except to commit to creating this culture. In the US there are only 280 agencies involved in this; only 40 states are represented; only one other law enforcement agency in WV that has gone through this training. This is an opportunity for Fairmont State University and community support which is why they are asking for our letter of support.

Unfinished Business – Fundraiser projects; check to see if there is a committee.

New Business – Spencer gave a shout out to Alex Elliott who helped Staff Council facilitate the special election last month. Since Spencer has moved into the Chair position for Staff Council, the alternate for his prior position will be Trish DeNoon as a voting member. Spencer presented a motion for a proposal for an amendment to our Constitution. This is not a vote, but only a proposal. Vote will be at the November meeting. Spencer moved to present Amendment 7 to our Constitution titled “The Establishment of the Appointed Position of Treasurer”. This was seconded by Tish. It was read today and then will go under advisement with the staff council members to make edits to create a final draft and

then this will go out to the entire staff for public comment and then that will be brought to the next staff council meeting where it will be voted on and if it passes, it will become an Amendment to the Constitution. If it does not pass, then the advisement process will start again and then vote at the following meeting. Position must be appointed from the existing members of Staff Council and will serve as a member of the Executive Committee. Position will be responsible for: maintain records of all financial expenses and revenues regarding the Staff Council expense report; prepare a monthly treasurer's report; be responsible for the Staff Council budget; serve in an advisory role regarding fundraising activities.

Open forum for the staff to make comments, ask questions, and/or address issues (No senior administrators will be present). – None.

Executive Session (if necessary or requested) – None.

Next Meeting – November 16, 2022

Adjournment