



## Meeting Minutes

Wednesday, November 16, 2022, 2:00 p.m.

*Online Conference*

- I. **Call to order** - The meeting was called to order by Spencer Flanagan. *(before meeting was called to order there were a couple of things added to the agenda)*
- II. **Roll call** – Conducted by Spencer Flanagan.
- III. **Approval of the minutes for the October 26, 2022, meeting.**
- IV. **Announcements and Reminders** – Registrar’s Office gave a thank you to those assisting with commencement.
- V. **Administrative Reports**
  - Report from HR – Ashley Maxey – Reminder that the campus will be closed for holiday Thursday and Friday. Sierra Spitzer is no longer with HR so Ashley will be handling Benefits.
  - Report for IT – Christa Kwiatkowski was not available. Spencer reported that all Banner services would be down for upgrades on November 22 starting at 8pm and should conclude November 23 at 6pm.
  - Report from Physical Plant/Facilities – Dr. Joseph Han was not available. Spencer reported that Dr. Han has hired a project manager in Facilities, and they plan to post for an events manager. Spencer shared that the ground’s team is working with the Creative Sustainability Committee creating a 150 cubic yard capacity compost site; previous was 1 cubic yard capacity. Recycling started a few weeks ago in dorms to supply sources for crushed glass to enhance the Falcon Trail. Spencer reported that Stephanie had share updates on the construction side – capital projects to be completed over winter break: Falcon Center freight elevator upgrade; Falcon Center pool resurfacing (pool anticipated to reopen on January 17, 2023); parking garage maintenance work scheduled for top deck which will cause top deck and most of the 5<sup>th</sup> floor to be closed till completed; Falcon Center Gym 1 floor replacement to be begin first week of December.
  - Report from Student Success – None. Spencer reported info from Alicia that they were starting the SOAR Scholarship event November 16 at Musselman, with 90 people registered. There are also 62 students enrolled for the spring which keeps us on track to meet our spring enrollment goals. Fall enrollment also look good with over 930 students admitted and housing occupancy also looking good. They have two new team members starting in the Admissions area. Also, Theresa Twigg is no longer employed here due to accepting a new position. Justin Rader is interviewing for a Coordinator of Student Orgs in Greek life role. Student Life in the Falcon Center has transitioned intramural club sports back over to campus recreation with a new employee starting on Monday. We also have a new Director of Institutional Research, Keith Howard, who introduced himself.
  - Report from Student Government – Jon Devault – They are starting Christmas with the 1000 campaign with flyers and social media. John encouraged all to donate to this worthwhile cause which benefits local children and families in Fairmont.
  - Report from Interim President – Dr. Phillips – None.
  - Report from Interim Provost and Vice President for Academic Affairs – Tim Oxley – None.

## **Council Reports**

- BOG Rep Report – Jon Dobbs – He attended an Enrollment/Housing/Student Life meeting which reported that our applications are running above the last two years. There are 128 registered for the Winter term. There are 2318 registered for the Spring term.
- ACCE Rep Report – John Devault – Last meeting was on November 14 at WVU Parkersburg. Reported they are going through current enrollment trends throughout the state and looking at demographics and dealing with the reality of a shrinking population. They also addressed student mental health issues and what initiatives and programs are being designed to handle this.
- URM Updates – None.

## **Committee Reports**

- Scholarship Committee – None.
- Staff Development Committee – None.
- Fitness and Wellness Committee – None.
- Survey Committee – None.

**Unfinished Business** – There have not been any changes to Amendment 7 which establishes the appointment of the position of treasurer. Motion was made and seconded to vote on this Amendment. This position will be appointed by the chair and must be from the existing members of the staff council and will serve as a member of the Executive Committee. Duties will include maintaining records of all financial expenses and revenues with regard to Staff Council; prepare a monthly treasurer's report given during the Staff Council meetings; be responsible for Staff Council budget and serve an advisory role with regard to fundraising activities since those funds are used to fund our staff scholarships. A roll call vote was held, which included absentee votes, and was approved with a quorum so the amendment will be added to our Constitution. This position will be appointed by the Chair and possibly announced at our next meeting.

**New Business** – None.

**Presentation** – Chelsea Collins gave a detailed presentation, by sharing her screen, on our new Crisis Policy. The final draft of the Crisis Manual was sent out to Staff Council and will be made available to the campus.

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

- United Way – Susan Rodriguez thanked everyone for their participation and donations for this year. We are about \$6,300 short of our goal of 25K. Will extend for another week allowing all to wear their jeans and Maroon Madness T-shirts for \$5 with that money going to our United Way contribution. They still have some short sleeve Maroon Madness T-shirts for sale for \$12 available in 248 Hardway. Susan expressed that she is confident that we will meet our \$25,000 goal but asked the team captains to encourage their groups for further donations. Payroll deductions to contribute to the United Way were only rolled over during Covid for the next year; to continue your deductions, you will need to fill out a new campaign pledge card.

**Executive Session (if necessary or requested)** – None.

**Next Meeting** – December 21, 2022

**Adjournment**