



## Meeting Minutes

Wednesday, September 28, 2022, 2:00 p.m.

*Online Conference*

I. **Call to order**

The meeting was called to order by Interim Chair, Donna Trickett, due to the resignation of George Herrick from Fairmont State University. She is Vice Chair but will be Interim Chair until we have a special election.

II. **Roll call**

III. **Approval of the minutes for the August 31, 2022, meeting.**

IV. **Announcements and Reminders – None.**

V. **Presentations – None**

VI. **Administrative Reports**

- Report from HR – Ashley Maxey reported that the salary increase letters will be going out at the end of the week. Also reported that Barbara Phillips has moved to HR, serving as the business analyst dealing with People Admin. People have problems with People Admin may reach out to Barbara.
- Report for IT – Christa Kwiatkowski did not have any updated from IT.
- Report from Physical Plant – Stephanie DeGroot reported that several projects were closing out, such as the Colebank Gym and the Student Health area. The parking garage maintenance on the 5<sup>th</sup> and 6<sup>th</sup> floor is scheduled for October due to weather. Also working on the sustainability shelter project at the Falcon Park and encouraged all to visit the trails. Plans are being made to resurface the Falcon Center pool with equipment upgrades. Falcon Center Gym 1 floor will also be redone and doing an upgrade to the freight elevator. Additional plans for summer projects also being made. There were 25 students that attended the Falcons Helping Falcons which was about 44 ½ hours of volunteering and they collected 260 pounds of litter from Locust Avenue. Dr. Joseph Han reported on lawn chairs and tables being ordered for folks to use. Also making progress on the sustainable grounds initiative with partnership with faculty to link that project with academic curriculum. Also putting up Spanish language signs towards end of semester. He is also wondering how people would feel about shared car services for faculty, staff and possibly for residential students who are carless. Possibly Hertz or other car rental companies may have a phone app based on hourly rental.
- Report from Student Success – Tresa Weimer reported that October 1 opens the common scholarship application for the 2023-2024 academic year and the FAFSA for the 2023-2024 academic year. Ken Fettig reported on the institutional research position and its progress of being filled hopefully soon. Also reported on healthy campus discourse, from student affairs perspective, on controversial topics such as abortion. Also seeing interest in news of Roe v. Wade and upcoming elections so they are seeing more pro-life, pro-choice groups which is good if they are civil. Noted that our Health Clinic is seeing an increase in student mental health concerns. Chelsea Collins reported that she has put together a mental health task force including people from the Staff Council and faculty. They have had 15 crisis interventions in the last 7 weeks. Contact Chelsea if you would like to be on the health task force. She is also looking to put together a rapid response team to respond to crisis. She has drawn up a crisis policy for the university that will affect all of us to inform how to handle an emergency to get a student help. There will be training sessions. Alicia Kalka reported that the room renewal process has opened, and students are already renewing their beds for next year. Those wishing to move to a different room will need to wait a couple of weeks to request. She also reported on the West Virginia Counselor Day. There were about 30 counselors from West Virginia who attended to learn about higher education. Fairmont State University plans to continue this and even expand it next year with 40-50 attending. Nineteen counties were represented. They are also working on a key recruiting partner program with 10-14 staff who have agreed to participate in helping with recruiting going to various in-state high schools. If you are

interested, contact Alicia. One of our largest recruiting days, Maroon and White Day for the fall, is happening in October 15.

- Report from Student Government – Maiya reported everything was going smooth and they are seeing a good increase in student engagement with organizations. They have received five funding requests and they are seeing more students using their services for funds and helping with recruitment and advertising. She also reported that Homecoming went well.
- Report from Interim President – Dr. Phillips – None; unable to attend.
- Robin Yeager reported that they are planning a health fair for students and employees which was possible because of a small grant. They will be offering flu shots and Covid-19 boosters along with a physical therapist who does evaluations and a massage therapist. There will also be information tables open to staff and students. This health fair will be October 11, 2022, from 10:00 a.m. to 2:00 p.m. Exercise Science students will also do some of the fitness assessment testing.

### **Council Reports**

- BOG Rep Report – Jon Dodds – Since our last meeting, the BOG has had one full meeting and one committee meeting which Jon attended. There was also a bylaws committee meeting which discussed Policy 8 on social justice. It was an old policy from 2001 which covered discrimination but everything in this policy has been replaced by a couple of other policies, so it as moved to the BOG to repeal it. For the full BOG meeting, vice chair David Goldberg thanked Serena for her years of service as chief of staff. It was a short meeting of only 15 minutes. Policy 8 was repealed. They also discussed the presidential search committee. Jon inquired about those on this committee. He noted that there were 3 faculty members and only 2 staff and 2 students which didn't seem like equal representation. He was informed that they did not want to make it equal because of voting and a tie.
- ACCE Rep Report – John DeVault – Meeting was attended at Potomac State University. Representatives from HEPC spoke about the salary market study. Another topic was the concern of the lack of students attending colleges, particularly in West Virginia.
- URM Updates – Jesse Sharps announced that they have added photo galleries to the website. This can be accessed on the main page of the website, scroll down to news and it is the first box on the left. This will be updated as new events happen on campus. More marketing photos are also being added for use in campus social media pages. A bar was added on our Fairmont State University homepage so everyone can find the presidential search website.

### **Committee Reports**

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

**Unfinished Business** – Need to be thinking about fundraiser projects. Check to see if there is a committee for this.

**New Business** – Special Election Update – Spencer Flanagan – Research was done regarding the verbiage of the Constitution to find out what we need to do since the departure of the Staff Council Chair to move forward. Constitution states that we need to do a special election for these types of vacancies and needs to be attempted within 30 days of the departure; this would be September 30, 2022. Emails for nominations were sent out and will close on Friday. Then a special election can be attempted. Staff that were eligible for nomination must be current full time staff members, not necessarily current staff council members, but they must have had at least a full year of council voting experience per our Constitution. After nominated, the person is contacted by HR to make sure they are interested in being on the ballot. After all are contacted, an election ballot will be sent out. If there is only one person who accepted the nomination, that person would win by default. This election will fill the unexpired term which ends on June 30, 2023. In April 2023, there will be

a regular election for all positions including the Staff Council Chair. These will take office on July 1, 2023. Survey Monkey is used since it allows individuals to vote only once. The election goes for five working days.

**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 – October 26, 2022**

**Adjournment**