

Glenville State College

Staff Council Minutes

September 21, 2021

IN-PERSON/TEAMS

- I. Call the Meeting to Order
 - a. Chair, Eric Marks, called the meeting to order at 8:33 am

- II. Attendance
 - a. Members Present: Michele Lang, Bridget Carr, Ashley Nicholas, Eric Marks, Cody Moore, Sherry Jenkins, Hannah Rexroad, Chelsea Stickelman, Casey Smola, Dustin Crutchfield
 - b. Members Absent: Jim Tatman, Cheyenne Singleton
 - c. Other Attendance: Susan Petties, Charles Yakubow, Joyce Riddle, Jenny Boggs, Olivea Norris, Mary Jones, Jamie Paulhamus, Jeremy Carter, Jason Phares, Katie Morris

- III. Review of Minutes from Last Meeting
 - a. Cody Motioned to approve the August minutes, Bridget seconded. Minutes were approved.

- IV. Committee Reports
 - a. Human Resources – Tegan McEntire
 - a. The mask mandate is still in place
 - b. Let Tegan know if you have any covid questions
 - c. Cody asked if covid updates could be sent out weekly to inform faculty & staff. Tegan will ask if this is possible. The Covid Dashboard is also available on the GSC website.

 - b. Treasurer – Sherry Jenkins
 - i. Mandi did not send the updated balances in time for the meeting; the balances as of the last update are:
 - ii. Ginny Grottendieck: \$1585.41
 - iii. Staff Council: \$555.91

 - c. BOG – Cody Moore

- i. The BOG has met three times since the last Staff Council meeting
- ii. Cody provided a written report of the details from the BOG retreat on August 18th (see attachment to minutes)
- iii. The Board also met on August 19th to discuss the President's Compensation and Evaluation. During this meeting, the Board also moved the December meeting to 12/10
- iv. The Board met on August 30th to approve the President's Compensation Package. The President's salary was compared to others across the state, and Dr. Manchin's evaluation was also taken into consideration when deciding the new salary amount.
 - 1. Cody voted no on the new salary amount, because some staff had commented that they only received a 2.5% raise, whereas the President's raise amounted to around 10%
- v. The most recent BOG meeting was on September 20. This was another special meeting, to approve all minutes that Teresa had prepared.
 - 1. An enrollment and budget update were also given at this meeting (see reports attached to minutes)

d. ACCE – Michele Lang

- i. ACCE has met three times since July
- ii. At their July Retreat, new members were welcomed, the group received information on the state grievance procedure, finances, and the ACCE web page was reviewed
- iii. ACCE has also received updates from HEPC HR individuals and the Vice Chancellor of Administration:
 - 1. The mid-point of salaries are market value, and not to be awarded by years of service. The rumor was that 8-10 years of service moved an employee to the mid-point salary
 - 2. Institutions should be trying to hire at the mid-point salary, while most hire at the entry-level salary
 - 3. It is time for another market study, which is a 5 year review. This review will ensure that positions have relevant pay
 - 4. It is being discussed that health savings accounts will be offered to all employees
 - 5. One question that Michele brought back from this discussion was, what are our career ladders at GSC? Michele will discuss this with Tegan.
- iv. Fairmont & Shepherd have been granted permission to administratively withdraw from HEPC oversight
- v. There were no cuts to Higher Education funding last year

- vi. GSC will be hosting an ACCE meeting on November 15th. All ACCE representatives will be on campus. Michele has reserved the ballroom, but still needs to invite local legislators and arrange refreshments for the meeting
- vii. Some colleges are having trouble filling Staff Council positions
- viii. Another question Michele brought back was, would GSC staff want to return to classified status?
- ix. Michele will provide a list of concerns that were presented from ACCE (see attachment to minutes)

e. Chair/Cabinet – Eric Marks

- i. The Cabinet has been maintaining covid protocols and monitoring case numbers
- ii. The Master's and Nursing programs have been approved, and GSC can start offering these classes starting Fall 2022
- iii. The next step is applying for University status
- iv. Academic Affairs is working on course schedules for the next 5 years
- v. Admissions has been travelling again, which is going well
- vi. Campus Housing is being updated/renovated (new roofs, etc.)
- vii. The College has received several grants recently. Classrooms and technology will be updated. IT is having issues ordering technology, due to covid

f. College Leadership Council – Chelsea Stickelman

- i. CLC has not met

g. Assessment Committee – Hannah Rexroad

- i. The Assessment Committee is currently reviewing bylaws, and has elected new members for this term

V. Old Business

a. Staff Tshirts

- a. Bridget is getting quotes for the shirts, and will present those to Staff Council
- b. Once Staff Council looks over the quotes, Bridget will then provide information to Foundations and Dr. Manchin

b. Years of Service Recognition

- a. No update at this time

VI. New Business

- a. Committee Representative
 - i. The Library Advisory Committee is in need of a staff representative
 - ii. Jeremy Carter volunteered to serve on this committee

- b. Professional Development Application
 - i. Tegan McEntire has applied for Staff Development, for \$1000 to cover a course she has taken
 - ii. Chelsea motioned to approve the application, Cody seconded. The application was approved.

- c. Halloween Door Contest
 - i. Staff Council will sponsor a Halloween Door Decorating Contest
 - ii. There will be awards for an individual office door, and an office/department area door
 - iii. Faculty offices will be included
 - iv. A representative from Faculty Senate and SGA will be invited to judge this contest
 - v. Hannah Rexroad, Bridget Carr and Katie Morris volunteered to serve on a sub-committee to organize this contest
 - vi. Doors should be decorated, and will be judged, on October 29

- d. Finalizing of Meeting Schedule
 - i. In the past, Staff Council has met the third Tuesday of every month at 8:30am
 - ii. Council agreed to continue with this meeting time
 - iii. Eric will work out a schedule and send to the Staff Council Representatives

- e. Other
 - i. Katie asked for an update on the Pay Increases for Furthering Education.
 - ii. Eric provided all information to Dr. Clements, who has been discussing the increases with Dr. Manchin
 - iii. There is no further update as of right now

VII. Adjourn

- a. Chelsea motioned to adjourn the meeting, Hannah seconded.
- b. Meeting adjourned at 9:41 am

Respectfully submitted,

Ashley Nicholas, Secretary

Date September 23, 2021

ADVISORY COUNCIL FOR CLASSIFIED EMPLOYEES

HEPC Update – April 30, 2021

Market Study

i The ACCE wants to stress the importance of the external market study.

- ACCE has been assured that preparations are underway to conduct the market study this year.
- ACCE is supportive of the market study being conducted by a reputable external agency.
- To identify the true market for classified jobs, the agency conducting the study must consider non-classified positions as well as comparable positions in the K-12 system and private sector.

Job Classification Committee

i The ACCE looks forward to the return of regular JCC meetings.

- Nominations have been made for staff representation from both the 2-year and 4-year institutions.
- The JCC is tasked with establishing important benchmarks used to conduct a proper market study, so the group should be meeting regularly even when there is no request from an institution to review a specific job.
- The ACCE wants to stress that the Compensation Planning and Review Committee should be formed as stated in WV state code to complement the work of the JCC. The HEPC should not cite a lack of staff to maintain an effective classification and compensation system when the legislature has authorized a committee to support this work. Some duties the legislature delegated to the CPRC include:
 - Making annual recommendations for revisions in the system classified compensation plan, based on existing economic, budgetary and fiscal conditions or on market study data.
 - Overseeing the annual internal market review;
 - Meeting at least annually with the Job Classification Committee to discuss benchmark jobs to be included in salary surveys, market “hot jobs” that may require a temporary salary adjustment, results of job family reviews and assessment of current job titles within the classification system for market matches and other issues as the, Chancellor or chancellor’s designee, in consultation with the chancellors, determines to be appropriate; and
 - Performing other duties as assigned by the commission and council or as necessary or expedient to maintain an effective classification and compensation system.

Budget Liability

i The ACCE is concerned about how the budget liability introduced with the cutting of the state income tax will affect Higher Education in the future.

- WVU and Marshall bore the financial brunt of the decision this year, but the liability will persist each budget year and introduce uncertainty into institutional planning.
- The state cannot and should not rely on surplus funds each year to make the educational institutions whole.

Review of the last three ACCE meetings – July Retreat, August 30, and September 17

At the July retreat we welcomed and oriented new ACCE reps, had a legislative overview, information on the grievance procedure, Higher Education finance, and reviewed the administration exemption. We had a virtual meeting open to SC leaders from across the institutions to discuss areas of interest that ACCE works on. ACCE webpage review and updates and election of new officers were also completed.

Each meeting included an update from Trish Humphries, Vice Chancellor of HR and Michelle Stark, Senior HR Specialist (New) from HEPC and Matt Turner, Vice Chancellor for Admin.

Current updates from HR –

- An ACCE rep at a particular institution had been told that to get to midpoint in pay grade you need 8-10 yrs of experience, midpoint was to be actual market value and it seems a lot of years to get to that – WVSOM and WVU are not using the current pay scale all others are assumed to have been using – HR offices across the state are not seeming to be consistent with the guidelines given by HEPC - there should not be years required to get to midpoint, should be trying to hire at midpoint, new program was to get away from paying based on years of state service
- Currently collecting and reviewing jobs to be used as benchmarks for conducting required and upcoming market study – HEPC has a lot of concern about the data quality coming from the institutions
- In the works to begin offering flexible health savings accounts to all - possible around Jan. – currently only available to those with the highest deductibles (?)
- Reviewing all rules for HR at an indepth level
- What are our career ladders here at GSC?
- The JCC has started meeting again

Current updates from Matt Turner –

- Sunset rules being reviewed, not much dealing with staff right now
- Exempted schools are up for their yearly review – WVU, MU, WVSOM legislatively exempt, Fairmont/Shepherd administratively approved – exempt from capital project approval, mission oversight, academic program approvals and more
- Next year upcoming legislation....nursing and behavioral health development workforce funding (did not make it for final vote last year, resources weren't there)
- No cuts to HE funding last year, WV Promise numbers are still down due to covid, unspent funds in financial aid we don't want that to be swept somewhere else
- Fall enrollment???, last year on the 4-year side loss wasn't as big as expected will see what fall looks like
- the WV Invest program changed to offer help to those who test positive for drug use instead of just dropping them from the program;

- In person meetings right now - try to keep things small and social distancing due to Covid
- Covid updates – Joint inter agency task force – comprehensive planning for state campuses -
- HEPC staffing – 25 jobs in last 18 months out of 60 position
- Funding model meeting held with HEPC and President’s last week

We are hosting ACCE on our campus Nov. 15. It is an all day meeting, 9:00-4:00 pm. I have reserved the ballroom for meeting set up and requested social distancing.

- Need to invite local legislators to November meeting:
 - House District 33 and 34 – Roger Hanshaw (House Speaker) and Brent Boggs
 - Senate District 2 and 12 – Michael Maroney and Charles Clements (2) & Patrick Martin and Michael Romano (12)
- Need to see if we can provide morning refreshments and lunch to the group through hospitality

Some institutions are struggling to fill staff council positions. Eastern is thinking about dissolving its SC. We will be presenting a list of ideas Chancellor Tucker, to institutional SC, CHRO’s, and presidents.

From our SC, what are your most important concerns for ACCE to voice on your behalf?

Would our staff want to return to classified status?

Enrollment Comparison

As of 9/17/2021

Residential	Campus		Commuter		Online		Corrections		High School		Other		Total Full		
	Part-time	Total	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time			
551	8	338	296	42	87	84	23	181	44	137	399	56	343	1	1565

Total on or Coming to Main Campus	897
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Total Residential Commuter and Online	984
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Total External Programs	580
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Online
 National Research and Reporting
 Affairs
 College



Glenville State College
Enrollment, Tuition, Fees, and Housing Revenue
Fiscal Year 2022

Demographic	Enrollment				Fall, 2021 Tuition, Fees, and Housing Revenues Comparison									
	Budget		Actual		Budget Tuition Revenue Fall, 2021	Actual Tuition Revenue Fall, 2021	Budget vs Actual Tuition Revenue	Budget Fees Revenue Fall, 2021	Actual Fees Revenue Fall, 2021	Budget vs Actual Fees Revenue	Budget Room Revenue Fall, 2021	Actual Room Revenue Fall, 2021	Budget vs Actual Room Revenue	
	Fall, 2021	Spring, 2022	Summer, 2021	Summer, 2022										
Full Time - In State	432	354	367		\$ 1,703,376	\$ 1,447,081	\$ (256,295)	\$ 216,000	\$ 185,420	\$ (30,580)	\$ 1,194,349	\$ 1,194,349		
Residential	245	201	252	3	\$ 966,035	\$ 992,983	\$ 26,948	\$ 93,100	\$ 95,330	\$ 2,230				
Commuter	677	555	619	3	\$ 2,689,411	\$ 2,440,064	\$ (229,347)	\$ 309,100	\$ 280,750	\$ (28,350)	\$ 1,194,349	\$ 1,194,349		
Sub-total In State Full Time														
Full Time - Out of State	171	140	160		\$ 813,447	\$ 761,120	\$ (52,327)	\$ 85,500	\$ 79,920	\$ (5,580)	\$ 526,051	\$ 526,051		
Residential	29	24	38		\$ 137,953	\$ 179,952	\$ 41,999	\$ 11,020	\$ 14,440	\$ 3,420				
Commuter	200	164	198	0	\$ 951,400	\$ 941,072	\$ (10,328)	\$ 96,530	\$ 94,360	\$ (2,160)	\$ 526,051	\$ 526,051		
Sub-total Out of State Full Time														
Full Time - International	15	13	21		\$ 71,355	\$ 99,897	\$ 28,542	\$ 7,500	\$ 17,000	\$ 9,500	\$ 68,111	\$ 68,111		
Residential	5	4	2		\$ 23,785	\$ 9,514	\$ (14,271)	\$ 1,900	\$ 760	\$ (1,140)				
Commuter	20	17	23	0	\$ 95,140	\$ 109,411	\$ 14,271	\$ 9,400	\$ 17,760	\$ 8,360	\$ 68,111	\$ 68,111		
Sub-total International Full Time														
Full Time - On-line Only	39	35	4	4	\$ 161,577	\$ 260,346	\$ 98,769	\$ 7,995	\$ 17,310	\$ 9,315	\$ 5,882	\$ 5,882		
Residential	936	771	903	7	\$ 3,877,528	\$ 3,750,839	\$ (126,689)	\$ 433,015	\$ 410,360	\$ (12,655)	\$ 1,794,393	\$ 1,794,393		
Commuter	5	5	7	0	\$ 9,858	\$ 19,411	\$ 9,553	\$ 1,250	\$ 3,505	\$ 2,255	\$ 23,537	\$ 23,537		
Sub-total On-line Only Full Time														
Part Time - In State	39	39	159	41	\$ 76,889	\$ 91,466	\$ 14,577	\$ 7,410	\$ 10,500	\$ 3,090	\$ 23,537	\$ 23,537		
Residential	44	44	159	48	\$ 86,747	\$ 130,877	\$ 24,130	\$ 8,660	\$ 14,005	\$ 5,345	\$ 23,537	\$ 23,537		
Commuter	5	5	1	0	\$ 11,893	\$ 2,382	\$ (9,511)	\$ 1,250	\$ 500	\$ (750)	\$ 2,891	\$ 2,891		
Sub-total In State Part Time														
Part Time - Out of State	10	10	3	28	\$ 23,786	\$ 2,382	\$ (21,404)	\$ 2,200	\$ 1,000	\$ (1,200)	\$ 2,891	\$ 2,891		
Residential	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,891	\$ 2,891		
Commuter	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sub-total Out of State Part Time														
Part Time - International	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Residential	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Commuter	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sub-total International Part Time														
Part Time - On-line Only	20	19	21	21	\$ 41,430	\$ 1,191	\$ (40,239)	\$ 2,050	\$ 4,280	\$ 2,230	\$ 2,891	\$ 2,891		
Residential	74	73	180	71	\$ 351,963	\$ 314,450	\$ (37,513)	\$ 32,910	\$ 19,285	\$ (13,625)	\$ 2,891	\$ 2,891		
Commuter	186	177	118	181	\$ 472,959	\$ 522,680	\$ 49,721	\$ -	\$ -	\$ -	\$ 2,891	\$ 2,891		
Sub-total On-line Only Part Time														
Part Time - 2nd Chance Pell	416	337	47	47	\$ 153,538	\$ 158,076	\$ 4,538	\$ -	\$ -	\$ -	\$ 2,891	\$ 2,891		
Residential	1,612	1,358	952	937	\$ 4,655,988	\$ 4,546,099	\$ (109,889)	\$ 435,925	\$ 429,465	\$ (6,460)	\$ 2,023,548	\$ 2,023,548		
Commuter														
Grand Totals														

GSC Board of Governors Meeting Report

By: Cody M. Moore

GSC Staff Representative

On August 18th, 2021 Chairman Rust called the meeting to order in the Pecan Room at Stonewall Resort in Lewis County, West Virginia. Dr. Kathy Butler, Ms. Alex Lay, Mr. Cody M. Moore, and Mr. Nic McVaney were sworn in as new members of the Board of Governors by Vice Chairman Gandee. Members Hackworth and Rust were also re-sworn in for their second terms. Chairman Rust then opened the floor for constituent comments and those started with Mrs. Sandy Pettit, President of the GSC Foundation. Mrs. Pettit relayed that the WVU Medical Clinic will be in Glenville by the end of year, and that there are currently three jobs posted for the Glenville clinic. She also mentioned that next Day of Giving will be a huge event for our campus as it's our 150th year, and that the Office of College Advancement is currently planning this event and doing a great job. Mrs. Pettit also stated that everyone should seek out donors for the college because no matter how much they donate at first that donation may always increase over time.

Next, Doug Patterson, President of the Alumni Council, mentioned that they are working on an Ambassador Program to recruit students with the Admissions Department in many West Virginia counties. They also have held three successful Alumni Events so far this year. He made mention that they are currently completing renovations to the Alumni Center and that the council is also gearing up for Homecoming Events and the 150th Birthday Celebration of our College. Dr. Marjorie Stewart then gave an update from Faculty Senate. Dr. Stewart thanked the Board of Governors for reducing their work load back to 12 credit hours from the former 15 credit hours that was imposed by the Dr. Nelson's Administration. She also mentioned that they are reviewing and creating proposed changes to the Faculty Handbook, and that they have experienced some issues with the new campus store and Brightspace.

Then, Mr. Eric Marks presented an update from Staff Council. The update included comments about the Staff Training Week, Campus Beautification Projects that are happening all over campus, and that the GSC Staff are burning the candle at both ends, working non-stop, and contributing to the mission of Glenville State College. Lastly, Nic McVaney, President of Student Government Association, presented an update that SGA was currently planning a trip to the WV Legislature to meet with Gilmer County representatives. They also are planning a retreat to discuss changes to SGA Constitution and other SGA documents, such as brainstorming plans to reinvent the Blue Madness Student Group which will allow students to participate at sporting and other campus events like the Mountaineer Maniacs.

Chairman Rust then received a motion and second to approve the consent agenda and it was passed on a voice vote of all the current members of the B.O.G. Chairman Rust then went into Board of Governors Committee Reports and each chair presented some items from their committees. No action was taken in any of the committee meetings. I have been assigned by

Chairman Rust to serve on the Board Governance and Human Resource Committee and during that session the main item discussed was the need to update B.O.G. documents that haven't had changes to them in 10+ years. Ann Green is the chair of that committee and is beginning to look at the Delegation of Powers document that the B.O.G. has not updated since 2006. Chairman Rust turned the floor over to Dr. Manchin for his President's Report after all the committee reports had finished.

Dr. Manchin mentioned that it had been a very active summer for all staff. The health and safety of the campus were his main concern, they were currently working with Minnie Hamilton Health Systems on a Vaccination Drive opportunity, and Glenville State College would have no mask mandates at this current time. Dr. Manchin also discussed, at length, the Glenville State College and Marshall University Nursing Program M.O.A. He thanked Dr. Morris for his hard work with this endeavor, and said that he looked forward to seeing this program expand and grow. Dr. Manchin stated that this partnership would continue with the new President of Marshall University once he/she was selected by their B.O.G., and that, eventually, Glenville State College could have the program all to itself after it is up and running smoothly.

Chairman Rust then moved onto the only action item of the agenda: the Board of Governors Bylaws. He then let member Ann Green speak about how this item had come about. She mentioned it had originated and been passed out of the Board Governance and Human Resources Committee. Ms. Green also mentioned that it had been reviewed by General Counsel Rita Hedrick- Helmick and was ready to be approved by the full board. A vote was taken and this item was approved by the B.O.G. on 08/18/2021 by a voice vote. Chairman Rust then asked for any other announcements and none were made. A motion to adjourn was made and passed and the meeting stood adjourned.