

Glenville State University

Staff Council Minutes

September 27, 2022

IN-PERSON/TEAMS

- I. Call the Meeting to Order
 - a. Chair, Eric Marks, called the meeting to order at 8:46 am

- II. Attendance
 - a. Members Present: Bridget Carr, Dustin Crutchfield, Eric Marks, Cody Moore, Michele Lang, Ashley Nicholas
 - b. Members Absent: Chelsea Stickelman, Casey Smola, Cheyenne Singleton
 - c. Other Attendance: Adrian Duelley, Brittany Benson, Charles Yakubow, Dylan Frye, Erin Fultineer, Jenny Boggs, Jeremy Carter, Kristen Cosner, Lori Ratcliff, Olivea Norris, Rachel Clutter, Robin Meadows, Samantha Conrad, Seth Stover, Susan Petties, Tegan McEntire, Leslie Mason, Dale Cochran

- III. Review of Minutes from Last Meeting
 - a. Michele had one correction to the ACCE section of the minutes. Dustin motioned to approve the August minutes with the revision, Cody seconded. Motion passed.

- IV. Committee Reports
 - a. Human Resources – Tegan McEntire
 - a. HR has been sending out information about student loan payments. If anyone has tried it, let Tegan know that it works
 - b. The pay scale is being updated, hopefully for next year. There is no mandate for bumping employees up to minimum salary

 - b. Treasurer
 - a. No update at this time

 - c. BOG – Cody Moore
 - a. No update at this time

- d. ACCE – Michele Lang
 - a. ACCE heard from the HEPC HR Director at their last meeting
 - i. Classified Staff positions are shrinking across the state, people are being hired as non-classified
 - ii. Updates to the Market Study is being discussed
 - iii. Most institutions have 80% of employees at minimum pay (from 2017 data)
 - b. College attendance rates are being addressed. It is at the lowest rate it has been
 - c. ACCE is working with HEPC to use their Survey Monkey account to send survey to all Staff across the state
 - e. Chair/Cabinet – Eric Marks
 - a. Employee compensation for advanced degrees has been approved by the President’s Office to begin setting up. Before an employee starts a new degree program they will have to fill out an application. They are still trying to determine if they will back-pay for those who have already received or began a new degree program since they have been employed by GSU
 - f. University Leadership Council – Eric Marks
 - a. The September meeting was cancelled, no updates at this time.
 - g. Assessment Committee
 - a. No update at this time
 - h. Co-Curricular Assessment Committee
 - a. No update at this time
 - i. Facilities/Threat Assessment Committee
 - a. Facilities has not met. No update at this time.
- V. Old Business
- a. Staff Tshirts
 - a. No update at this time

- b. Replacement Representatives nominations and elections
 - a. Jeremy Carter & Sarah Moyers were elected to serve on ULC as replacements for Staff whose terms ended
 - b. Cody volunteered to run elections for replacement representatives on Staff Council. Michele motioned to accept the nomination, Bridget seconded. Motion passed
- c. Updating Staff Handbook to reflect change to University
 - a. No update at this time
- d. Staff Accomplishments for Update to BOG
 - a. Send any accomplishments to Jamie Pennington or Cody Moore
- e. Rising Star Award
 - a. Foundations is willing to sponsor the award
 - b. The nomination information is ready to send out in the spring
- f. Constitution Updating and Posting to Webpage
 - a. The Constitution needs updated to reflect University instead of College
 - b. Eric will update and have it posted to the website

VI. New Business

- a. Academic Calendar
 - i. Send feedback for corrections/updates to Ashley Nicholas
- b. Staff Development Discussion
 - i. The application doesn't clearly state who qualifies for Staff Development funds
 - ii. Eric is also working on updating information on the website
 - iii. The application currently asks if the employee has been employed by GSU by at least one year, but it does not say that this is a requirement
 - iv. After discussion, Cody motioned to updated the form to state that you cannot receive Staff Professional Development funds until you are out of your probationary period, Michele seconded. Motion passed

c. Staff Development Requests

- i. Jeremy Carter submitted a request for funds to cover coursework for dissertations in the amount of \$669.95. Cody motioned to approve the request, Michele seconded. Motion passed
- ii. Leslee Stover also submitted an application, but had not completed the coursework yet. Eric will ask her to wait and resubmit the application after the course is completed.

d. Halloween Door Decorating Contest

- i. Jeremy Carter proposed also hosting a Costume Contest along with the door decorating contest
- ii. Jeremy, Eric and Adrian will work on setting up these activities

VII. Adjourn

- a. Cody motioned to adjourn the meeting, Michele seconded
- b. Meeting adjourned at 9:35 a.m.

Respectfully submitted,

Ashley Nicholas, Secretary

Date October 3, 2022