

Glenville State College

Staff Council Minutes

August 16, 2022

IN-PERSON/TEAMS

I. Call the Meeting to Order

- a. Chair, Eric Marks, called the meeting to order at 8:36 am

II. Attendance

- a. Members Present: Chelsea Stickelman, Dustin Crutchfield, Michele Lang, Bridget Carr, Cody Moore, Eric Marks, Ashley Nicholas
- b. Members Absent: Casey Smola, Cheyenne Singleton
- c. Other Attendance: Abby Salisbury, Bill Tate, Brittany Benson, Kristen Cosner, Lori Ratcliff, Michelle Hypes, Susan Petties, Dylan Frye, Erin Fultineer, Jenny Boggs, Jeremy Carter, Samantha Conrad, Tegan McEntire, Tim Underwood, Tisha Underwood, Jason Gum, Adrian Duellely, Ann Reed, Rachel Adams, Seth Stover, Sheri Goff, Leslie Mason

III. Review of Minutes from Last Meeting

- a. Cody motioned to approve the June minutes, Bridget seconded. Motion passed.

IV. Committee Reports

a. Human Resources – Tegan McEntire

- a. The September 9th check will include raises. You should have received a letter from HR regarding your pay raise.
- b. Tegan asked if there are any trainings Staff would like to have held in-person
- c. There are still open positions across campus
- d. If you want to advertise for a student worker, let HR know
- e. If students have more than one job on campus, they need to calculate the hours for each office separately
- f. Students can work 20/week
- g. Student timesheets are due the Monday after pay day, at noon

b. Treasurer

- a. No update at this time

c. BOG – Cody Moore

- a. Had retreat last week. The Board was very appreciative of Staff, and noticed how much hard work has been done by Staff
- b. Dan Durbin is a new member to fill a vacant seat (he is the CFO at Univ. of Louisville)
- c. Updates:
 - i. There are 38 Pre-Nursing students
 - ii. Alumni event Aug. 24th @ Lambert's Winery
 - iii. Students in SGA attended a Leadership Conference over the summer
 - iv. Homecoming is set for October 15th
 - v. The MBA program was approved
 - vi. HEPC sent a letter stating that they recommended the BA Special Education program and Interdisciplinary Studies program to be discontinued
 - 1. The Board agreed for Dr. Morris to recommend to HEPC that both of these programs be kept
 - vii. For upcoming expiring terms, the Board decided to start earlier to prepare for upcoming expired terms
 - viii. Dr. Morris gave HLC Preparation presentation
- d. If Staff have accomplishments, send information to Jamie Pennington or Teresa Sterns

d. ACCE – Michele Lang

- a. Had retreat in July
- b. There was a presentation on the Open Meetings Act. This mainly applies to the BOG
 - i. Executive sessions should not be used often, or used to discuss sensitive/embarrassing information
- c. WVU gave a presentation on their new employee training
- d. ACCE bylaws are being updated to reflect institutions that do not have Classified Staff anymore
- e. State-wide broadband is a big topic in legislature

e. Chair/Cabinet – Eric Marks

- a. Focus has been to prepare for start of semester and HLC visit

f. University Leadership Council – Eric Marks

- a. Had prep meeting in August, 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. The cafeteria is not finished, should be ready by 8/22
 - b. Leslie Mason asked if there needs to be additional guidelines about having drinks (specifically Starbucks) in classrooms, the Library, etc. Eric will bring this up to the Cabinet
- V. Old Business
- a. Staff Tshirts
 - a. Bridget is going to ask for an employee list and work with Dustin on shirt sizes. If staff employees don't respond to the email sent out for sizes, they will not receive a tshirt
 - b. Replacement Representatives nominations and elections
 - a. Eric will get an updated Staff list, and work on reaching out for nominations
 - c. Updating Staff Handbook to reflect change to University
 - a. Dustin sent changes and suggestions to sub-committee in June
 - b. No update at this time
 - d. Staff Development Notification Email
 - a. Eric recommended sending this email about periodically (~once a semester)
 - e. Staff Accomplishments for Update to BOG
 - a. Send any accomplishments to Jamie Pennington or Teresa Sterns
 - f. Rising Star Award
 - a. Eric asked that everyone review the attached document and bring suggestions to the next meeting

g. Staff Council Info Sheet

- a. The EEOC check box was added to the document since the last meeting
- b. Bridget motioned to approve the document, Cody seconded. Motion passed.
- c. The document will be provided to Tegan for addition to New Staff Packets
- d. Michele also recommended adding the document to the web page

VI. New Business

a. HLC Student Survey Results

- i. HLC conducted a survey of the GSU student body
- ii. Eric provided a copy of the results to Staff for the meeting

b. ULC Replacement Representative

- i. Chelsea Stickelman and Jeremy Carter both volunteered
- ii. If anyone else wanted to volunteer, Eric asked that they email him by noon on 8/19

c. Staff Reps Who Change EEOC Groups Mid-term

- i. Staff members must serve out their term if they change EEOC groups
- ii. The position will then be re-elected during regular elections, per the Constitution

VII. Adjourn

- a. Bridget motioned to adjourn the meeting, Michele seconded
- b. Meeting adjourned at 9:54 a.m.

Respectfully submitted,

Ashley Nicholas, Secretary

Date August 25, 2022

The Staff Rising Star Award

The Glenville State University Staff Rising Star Award recognizes a full-time staff employee who exhibits exceptional potential and, in a short period of time (two years or less), has made a significant impact within their department and on the overall campus community.

The recipient will receive _____.

Example Criteria

- Employee goes above and beyond the call of duty and makes exceptional contributions to their department's level of service satisfaction and/or overall efficiency.
- Employee demonstrates strong leadership and shows initiative in their daily role.
- Employee shows passion for both their work and the betterment of the institution.
- Employee demonstrates commitment to the mission of the University.
- Employee actively contributes time, effort, and ideas when in team settings or when working collaboratively with colleagues.
- Employee exhibits loyalty to the institution, the students, and their coworkers, functions with integrity, and is consistently dependable.

Nominations

Rising Star nominations may be submitted by staff, faculty, or students. Anonymous and self-nominations are not permitted. Nominations should consist of a brief letter that includes the name of the nominee, an explanation as to why the specific employee meets the listed criteria, and the name of the person making the nomination.

Nominations will be accepted in the spring alongside nominations for the Staff Employee of the Year Award.

Selection Process

The Staff Council Chair will appoint a staff member to form and chair an ad-hoc committee to review nominations and select a recipient based on the criteria listed. Nominations and information are kept confidential. Previous Rising Star award recipients and previous Staff Employee of the Year award recipients are not eligible for nomination. Staff Council Rising Star Award Committee members are not allowed to submit nominations.

WELCOME TO GLENVILLE STATE UNIVERSITY

from Your Staff Council

About Staff Council

The Glenville State University Staff Council was established to act as a representing body for staff employees. Staff Council will advocate and promote improvements and recommendations which affect the staff at the University. The Council may consider questions, concerns, and recommendations from any staff employee. Staff Council meetings are advertised through campus email and all staff are welcome and encouraged to attend.

Additionally, all staff members belong to an Equal Employment Opportunity Commission category (see list at right). Each category has two representatives on Staff Council in addition to a University Board of Governors representative and a representative to the West Virginia Advisory Council of Classified Employees. A Staff Council representative or Human Resources can explain this in more detail.

Your EEOC Category is:

- Executive/Administrative/Managerial
- Professional, Non-Teaching
- Secretarial/Clerical
- Technical/Paraprofessional
- Service/Maintenance

Visit [glenville.edu/faculty-staff/staff-council/members](http://www.glenville.edu/faculty-staff/staff-council/members) to view all current representatives.

Professional Development Funds

As a Glenville State University staff member* you will be eligible to apply for and receive professional development funds.

Glenville State is committed to supporting the professional development of its staff members. Our human resources are our greatest asset and, as such, deserve opportunities for growth, change, and continuous professional improvement. The University provides these funds with the express purpose of being utilized by the staff.

Professional or Staff Development is an employee-initiated, supervisor-supported learning opportunity either at Glenville State University or through other education and training programs whose central purpose is to meet personal and/or professional career goals. Employee learning is purposeful, planned, and supported. Professional and organizational growth may be enhanced through the use of staff development funds to increase professional development to advance job-related knowledge and skills, to advance higher education degrees, and to advance organizational skills regarding strategic planning, leadership, or cultural competence.

Visit www.glenville.edu/faculty-staff/staff-council/forms to view the Professional Development application form. The document contains guidelines and regulations about applying for and receiving professional development funds. Contact a Staff Council officer or representative for more information.

*Be reminded that, per Personnel Policy 16, "Staff, Staff Member or Staff Employee" means any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position.

Ginny Grottendieck Memorial Scholarship

The Ginny Grottendieck Scholarship was originally called the "Classified Staff Council Scholarship" before being renamed in 1995 to honor Ginny who represented the classified staff for many years through the Staff Council and also at the state level. Ginny worked in the Registrar's Office until her passing in 1994. The scholarship will be awarded to a dependent of a Glenville State University employee. Visit www.glenville.edu/faculty-staff/staff-council/forms to view the application form.





HIGHER LEARNING COMMISSION

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
312.263.0456 | 800.621.7440
Fax: 312.263.7462 | hlcommission.org

June 14, 2022

Dear Visiting Team,

This letter is accompanied by a report of the responses received from Glenville State University's student body through a survey conducted by the Higher Learning Commission in April 2022. The survey was intended to give all students an opportunity to participate in the accreditation process. Their responses may help you identify possible questions for your meetings with faculty, staff and students during your visit.

HLC staff has redacted the responses to remove personally identifiable information (with the exception of the institution's chief executive officer) or information not essential to the evaluation team's work.

A copy of the report is also being sent to the institution's chief executive officer and accreditation liaison officer. Per HLC policy, prior to the visit the institution may provide the evaluation team and HLC additional information or other data in response to the student survey.

If you have any questions or comments regarding the student survey report, please contact the institution's staff liaison, John Marr.

Sincerely,

Higher Learning Commission

CC: Dr. Mark Manchin, President
Dr. Gary Morris, ALO

**Higher Learning Commission
Student Survey Results**

Glenville State University
(N=36)

Please rate your level of agreement with the following statements. If the statement does not apply to you, please mark the "Not Applicable" button.

Question	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Mean	Total
The communication I received from the school about the overall enrollment process was clear	0	3	4	12	7	3.88	26
I received clear information as to how much my education would cost	1	0	2	11	6	4.12	20
A school financial aid officer provided financial aid counseling to help me understand the responsibilities of borrowing money to finance my education	2	5	5	6	8	3.55	26
The school worked with me to identify an academic program that met my goals	1	2	2	9	6	3.85	20
An academic advisor provided me with accurate information about the requirements necessary to fulfill my course of study	3	2	5	5	12	3.94	27
An academic advisor was available to help me with questions about my course of study	2	1	1	7	16	4.26	27
I was placed at the appropriate course level that matched my academic preparation	1	2	3	10	12	4.06	28
I am satisfied with the progress I am making toward completing my degree	0	0	0	10	9	4.36	19
Course content is appropriately challenging for my program of study	0	2	3	17	11	3.95	33
Courses required to complete my degree are available when I need to take them	0	1	3	11	4	3.79	19
Faculty who teach provide helpful instruction	0	3	3	10	17	4.24	33
Faculty are available when I need help	0	1	2	12	18	4.47	33
Faculty who teach are knowledgeable about their subject areas	0	0	2	7	19	4.61	28
When I have non-academic questions, I can reach someone who can help me in a timely way	0	2	5	6	6	3.84	19
Overall, I am satisfied with my experience at the school	0	2	0	9	8	4.12	19

Please use the space below to provide your comments. Be sure not to include identifying information for yourself or individuals at your school.

Overall, I am very satisfied with my experience at GSU. I especially enjoy my classes with the land resources department and their professors are top notch. I am hoping to see an environmental or wildlife management masters program in the future.

Communication between the school and students needs to be worked on. I was forced to take a minor when I didn't need one and ended up having to stay extra years that were unneeded because I was being told so many different things. I think this school worries too much about money than their students. People get charged for dorm rooms when they live off campus, have to pay fees for activities they don't attend, and other things.

My only gripe as a student who came in the spring instead of the fall as my first semester, they provide absolutely NO support for incoming spring freshmen. You don't even get an academic advisor. You're sort of just thrown into the campus community expected to know everything already. And then you're still required to take GSC 100 in the fall when you've figured it out by then? We need more support for spring semester freshmen.

The changes towards the University has been wonderful. However, there are instances of ineffective advising and sometimes never evaluating why the problem exists. Just leaving it be and never seeking out why until this year. It has been scary being told you cannot continue your program due to an advisor miscalculation. Being here for 3 years...that is scary...and it happens frequently.

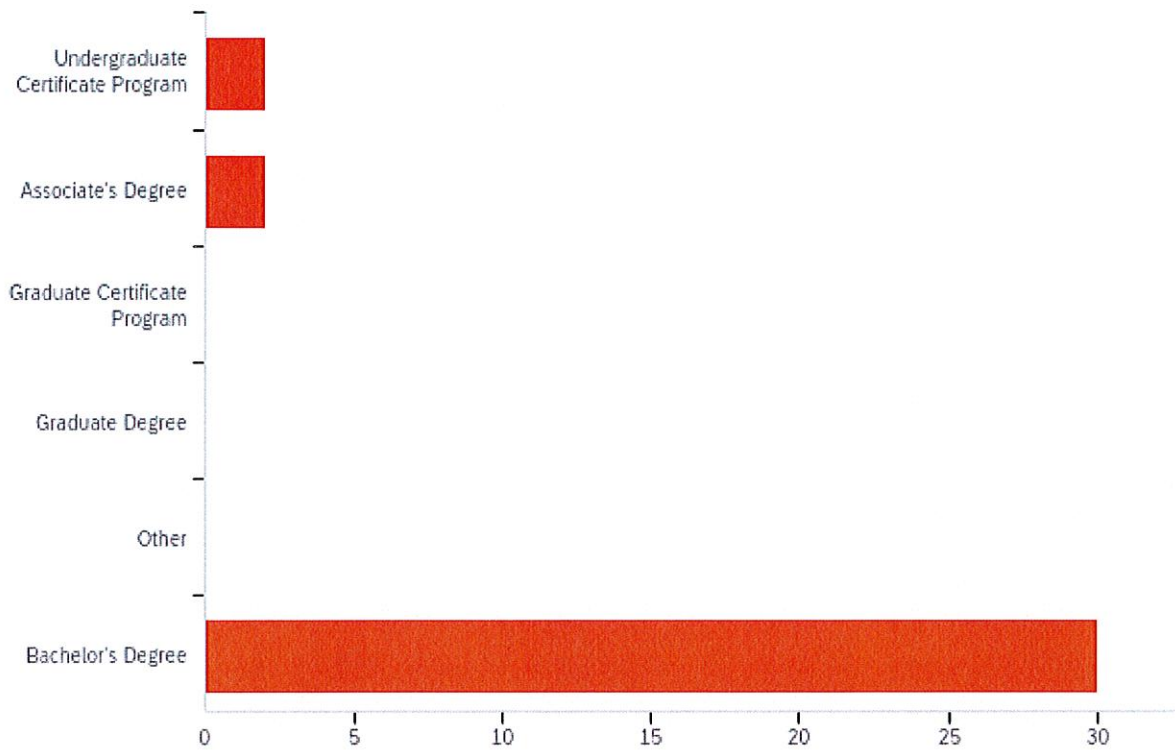
We need a foreign language program. I took 5 years of Spanish from 8-12th grade, and I am continuing my education via duolingo, but I would love to take a Spanish class! All occupations need foreign language knowledge.

My academic success counselor I had for my first semester here wasn't very knowledgeable about what classes I needed for my degree. She said I couldn't take music theory and math in the same semester. I had many friends who are getting the same degree as me and first years as well that had music theory and math in the same semester. Either my academic success counselor was wrong or my friends were. I just feel like they don't know much when it comes to the music department. The counselor I have now in the music department has been most helpful.

The residence halls have black mold and whenever you say something, it gets put in as "black or green spots" and nothing really gets done about it. My floors RA has to mop and sweep at times because janitors won't do it outside of their normal routine even though messes don't care about your routine. I'm my first semester I was put into a notoriously difficult 300 level online class, and the professor gave me the wrong class code for the assignments so I couldn't access them, finally got it corrected in week 2 and then dropped me out of class for not having 2 weeks worth of work done in 4 days. One Professor on campus in the history department does not answer emails making it difficult to contact him, and Aramark's food makes me sick.

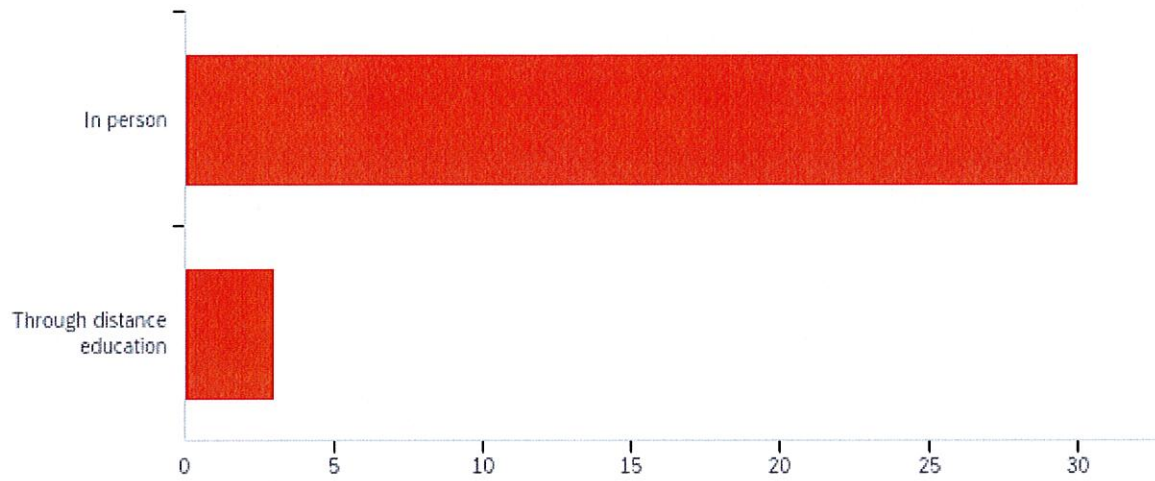
Majority of teachers really do care, but there is a small number who make things difficult more than they have to be and antagonize students. I have not personally dealt with the teachers who everyone complains about but it makes me want to avoid that class.

What academic program are you currently enrolled in?



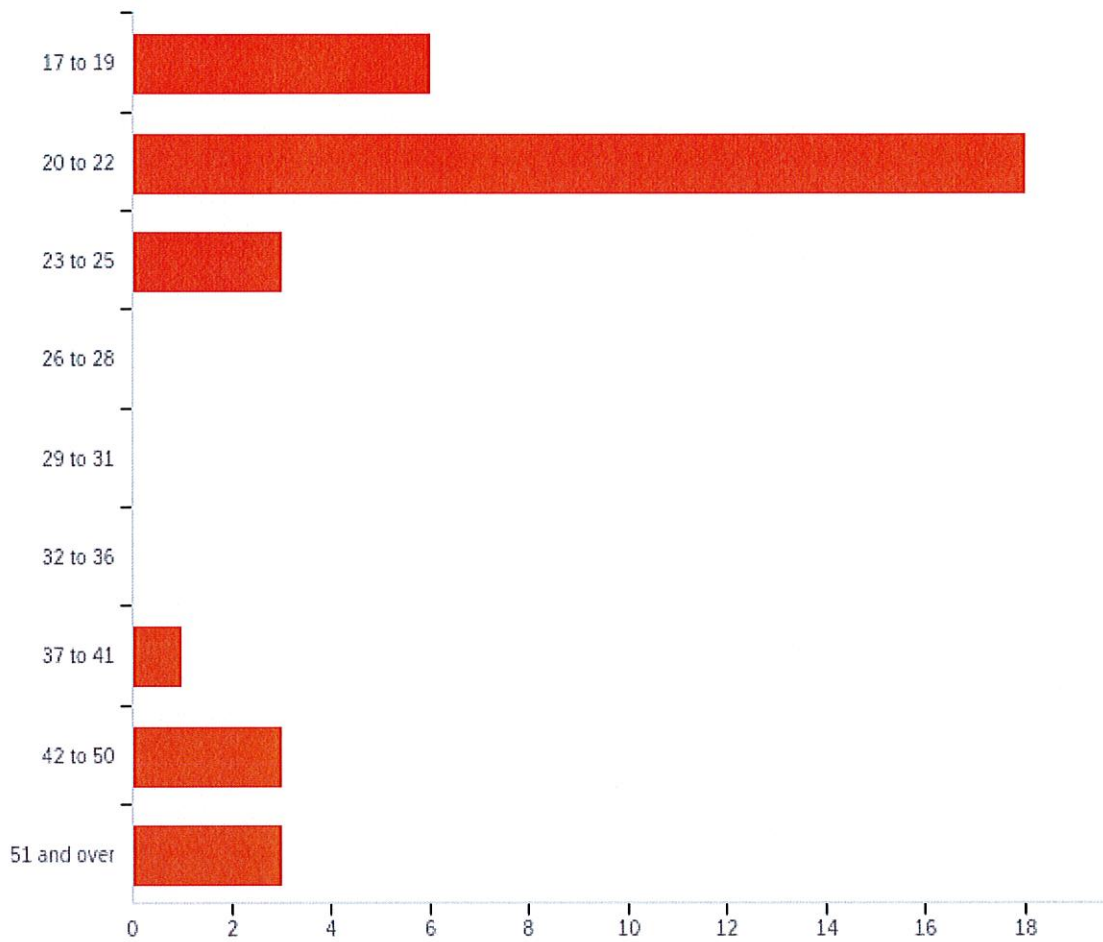
Answer	%	Count
Undergraduate Certificate Program	5.88%	2
Associate's Degree	5.88%	2
Graduate Certificate Program	0.00%	0
Graduate Degree	0.00%	0
Other	0.00%	0
Bachelor's Degree	88.24%	30
Total	100%	34

How do you primarily take classes at your school?



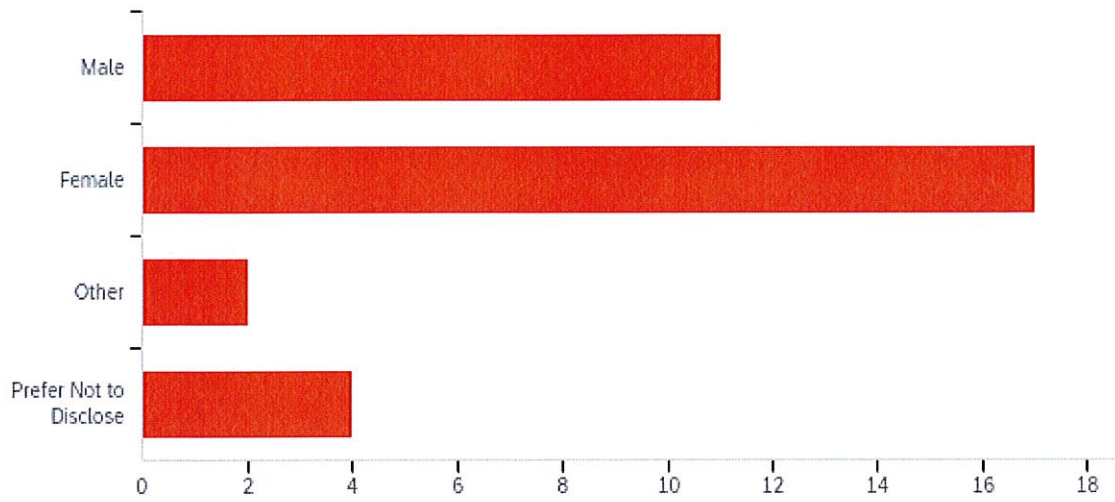
Answer	%	Count
In person	90.91%	30
Through distance education	9.09%	3
Total	100%	33

What is your current age?



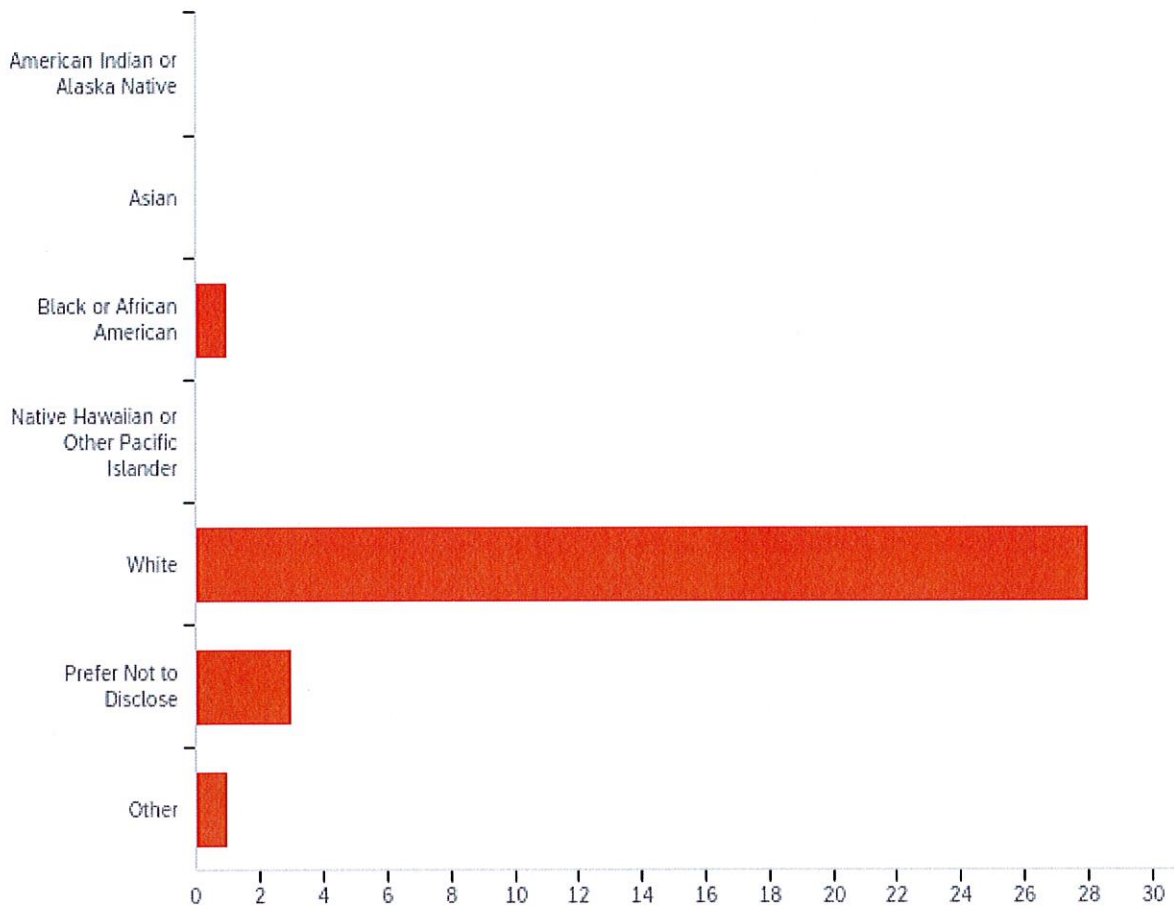
Answer	%	Count
17 to 19	10.00%	2
20 to 22	55.00%	11
23 to 25	5.00%	1
26 to 28	0.00%	0
29 to 31	0.00%	0
32 to 36	0.00%	0
37 to 41	5.00%	1
42 to 50	10.00%	2
51 and over	15.00%	3
Total	100%	20

What is your gender?



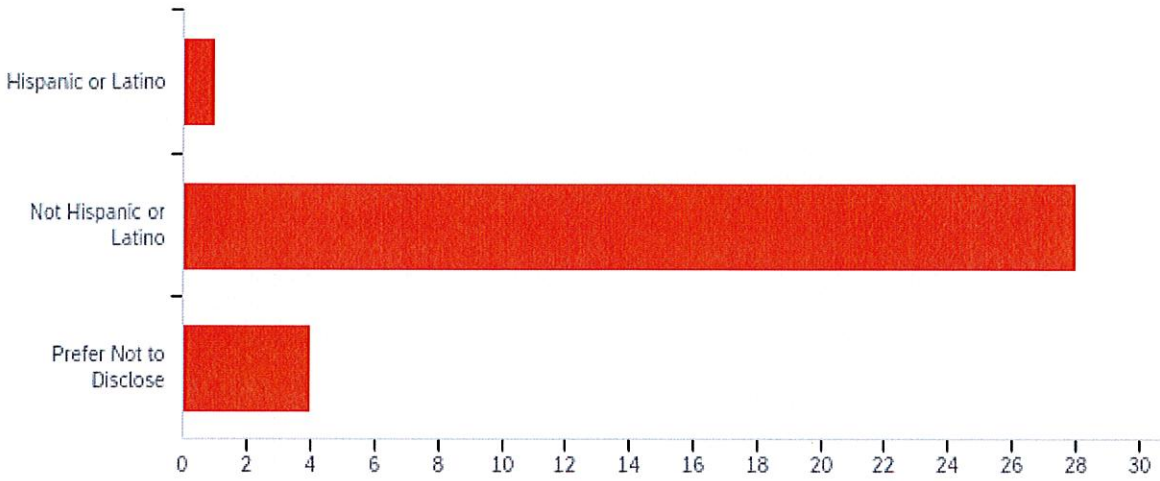
Answer	%	Count
Male	40.00%	8
Female	45.00%	9
Other	10.00%	2
Prefer Not to Disclose	5.00%	1
Total	100%	20

What is your race? (choose all that apply)



Answer	%	Count
American Indian or Alaska Native	0.00%	0
Asian	0.00%	0
Black or African American	3.70%	1
Native Hawaiian or Other Pacific Islander	0.00%	0
White	81.48%	22
Prefer Not to Disclose	11.11%	3
Other	3.70%	1
Total	100%	27

What is your ethnicity?



Answer	%	Count
Hispanic or Latino	3.03%	1
Not Hispanic or Latino	84.85%	28
Prefer Not to Disclose	12.12%	4
Total	100%	33