

Glenville State College  
Classified Staff Council Minutes  
January 17, 2017

- I. Call the Meeting to Order
  - a. President Tatman called the meeting to order at 8:34 am
  
- II. Attendance
  - a. Members Present: Rick Walsh, Jim Tatman, Jodi Walters, Brittany Frymier, Rachel Adams, Adrian Duelley, Trae Sprague, Mindy Marsh, Jenny Boggs
  - b. Other Members: Krystal Smith
  - c. Members Absent –Gail Westbrook, Ann Reed, Sheri Goff,
  - d. Guest- Dustin Crutchfield, Nalani Dolpies
  
- III. Review of Minutes from the Last Staff Council Meeting
  - a. Rick Walsh made a motion to approve the October 24, 2016 minutes with minor changes. Brittany Frymier Mindy Marsh 2<sup>nd</sup> the motion. Motion PASSED
  
- IV. President’s Comments
  - a. None at this time
  
- V. Reports
  - a. Human Resources- Krystal Smith
    - i. The final four candidate for Presidency will be chosen this week January 17-20, 2017. Meeting times are posted online. The final 3 candidates will be on campus interviews.
    - ii. Spoke with Bruce Cottrill about the roll out of the new salary structure on July 1, 2017. This is based on individual performance and experience. It will also be up to the President to see what percentage we will want to hit.
  
  - b. Board of Governors- Ann Reed
    - i. No Report
  
  - c. Treasurer- Brittany Frymier

- i. Both accounts have been moved to Foundations.
- ii. In the Staff Council account there is \$120.91.
- iii. In the Ginny Grottendieck account there is \$ 1015.41.

d. Professional Development-Rachel Adams

- i. No report at this time

e. Ginny Grottendieck- Rachel Adams

- i. Will send out an email in regards to the scholarship.

f. ACCE – Sheri Goff

- i. No report at this time

VI. Old Business

a. Staff Handbook

- i. This committee has met several times and Krystal Smith will be at the next meeting to answer any questions.
- ii. We are working on a draft handbook and pulled information from the faculty and student handbook that should be in the Staff handbook that was not. Also using other institutions handbook as a reference. This will be handed out Friday.
- iii. Will be meeting again two more times in February.
- iv. Have been asked about smells in the work place regarding candles and body odor.
- v. Will get with Sheri Goff about the handbook while Rachel Adams is on maternity leave.

VII. New Business

a. College Leadership Council

- a. Two staff members need to be appointed/elected to this committee. Connie Blevins-Bailey was on this committee.
- b. Ann Reed sent out an email for volunteers with no response.
- c. Denise Ellyson is still on the Council
- d. The executive committee will get together and discuss this.

VIII. Next Meeting

- a. Next meeting will be February 14<sup>th</sup> in the Physical Plant conference room.

IX. Adjourn

- a. Rick Walsh made a motion to adjourn the meeting. Mindy Marsh 2<sup>nd</sup> the motion. Meeting is adjourned at 9:00 am.

The Staff Council Meeting minutes have been approved by President James Tatman.

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President's Signature

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Date