

Glenville State College
Classified Staff Council Minutes
October 25, 2016

- I. Call the Meeting to Order
 - a. President Tatman called the meeting to order at 8:38 am

- II. Attendance
 - a. Members Present: Rick Walsh, Jim Tatman, Jodi Walters, Brittany Frymier, Rachel Adams, Adrian Duelley, Trae Sprague, Gail Westbrook
 - b. Other Members: Ann Reed, Sheri Goff
 - c. Members Absent –Jenny Boggs, Mindy Marsh
 - d. Guest- No one was present

- III. Review of Minutes from the Last Staff Council Meeting
 - a. Rick Walsh made a motion to approve the September 26, 2016 minutes with minor changes. Brittany Frymier 2nd the motion. Motion PASSED

- IV. President’s Comments
 - a. No report at this time

- V. Reports
 - a. Human Resources- Krystal Smith
 - i. No report at this tme.
 - b. Board of Governors- Ann Reed
 - i. A meeting was held and Ann Reed will send out updated via email.
 - ii. Institutional Compact- need to have everything turned in by December. Access and Impact in regards to our students.
 - iii. Approval of additional hiring Commission Locations-
 1. Teaching classes at Huttonsville and FCI
 - a. FCI is a 2 year business program 4 year Management program
 - b. Need to get these sites approved
 - iv. US Department of Education

1. Federal Student Aid was being audited.
 - v. BOG incentive Alumni Scholarship
 1. This would be another incentive to stay on campus. Alums can recommend a new student for the waiver. It is \$500 waiver per semester.
 - vi. Policy 23
 1. Has been approved. Paul Peck still has some concern in regards to the Faculty.
 - vii. The Presidential Subcommittee
 1. This committee has met and the hiring committee has been selected. A time line has been provided. It will be released November 1st with the search beginning November 4th and application processed finished by January 9th.
 - viii. An email was sent out by Greg Smith in regards to the Presidential search committee. Jim Tatman did recommend that someone from Staff Council should sit on this committee. Sheri Goff will talk to Gail Westbrook to see if she would be willing to represent Staff Council
- c. Treasurer- Brittany Frymier
- i. In the Staff Council account there is \$120.91.
 - ii. 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. No report at this time
- f. ACCE – Sheri Goff
- i. This group met but it was hard in getting quorum. However, Shepherd president came to this meeting and asked several questions.
 - ii. Still pushing the furlough policy to be placed on each campus. If we continue to push these issues eventually the board and legislation will have to put something in place. Every campus should have a legislative committee.
 - iii. ACCE is at Glenville on October 17th at the WACO Center.

VI. Old Business

- a. Bank Accounts
 - i. Rick Walsh made a motion to move the general account and the Ginny Grottendieck account to the Foundations office. Sheri Goff 2nd the motion. Motion PASSED

- b. Haunted House
 - i. There is not enough time to partipate in this event. We will think of something later on.

 - ii. Fundraising
 - 1. Apology for not being able to this event because the machine was missing.

- c. Handbook
 - i. This is desperate need of updating. Code numbers should be added over the top of each paragraph.
 - ii. New information needs to be added and old information needs to be updated. A timeline should be set for a timely manner for the handbook to get updated.
 - iii. Need to look at other institutions to see what we are missing and to eliminate grey area if possible.
 - iv. An email needs to be sent campus wide to see who would like to sit on this committee in order to rewrite the Staff handbook.
 - v. A committee needs to be created to tackle this project. Adrian Duellely made the motion to create the committee with Rachel Adams being the chair. Rich Walsh 2nd the motion. Motion PASSED.

- d. Meeting with Dr. Barr about the new classified staff member in not meeting the required minimum qualifications.
 - i. Maybe need to fill a grievance on the issue if they feel slightly in not getting the position.
 - ii. We need to make individuals aware that we know about the hiring process and those who are not qualified in regards to getting positions especially when it comes to rifs and furloughs.
 - iii. We need to make better decision when it comes to hiring individuals for positions and making sure they are qualified.

VII. New Business

- a. No new business at this time

VIII. Next Meeting

- a. The next meeting will be December 20, 2016 at 8:30am.

IX. Adjourn

- a. Rick Walsh made a motion to adjourn the meeting. Trae Sprague 2nd the motion.
Meeting is adjourned at 9:55 am.

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

President's Signature

Date