

Glenville State College
Classified Staff Council Minutes
November 28, 2017

I. Call the Meeting to Order

- a. Vice Chair Benson called the meeting to order at 8:34 am. (Chair Adams was absent at the start of meeting.)

II. Attendance

- a. Members Present: Rachel Adams (late), Neal Benson, Jenny Boggs, Dustin Crutchfield, Adrian Duelle, Sheri Goff, Michele Lang, Jim Tatman, Chelsea Stickleman (left early), Mandy Wiant
- b. Members Absent: Jodi Walters, Rick Walsh
- c. Guests: Jason Gum, Krystal Smith

III. Review of Minutes from the Last Staff Council Meeting

- a. Jim Tatman made a motion to approve the minutes from October 17, 2017. Sheri Goff 2nd the motion. Motion PASSED

IV. Reports

- a. Human Resources – Krystal Smith
 - i. Working on writing policy based on laws passed.
 - ii. Observing other institutions, most are moving all staff to non-classified except for hourly staff, GSC may move to all non-classified
 - iii. Will need to adjust Staff Council constitution if all are moved to non-classified
 - iv. Hope to begin open meeting about policy changes in the next month or two
- b. Board of Governors- Dustin Crutchfield
 - i. Dustin reports that the board meets tomorrow, Nov. 29, 2017.
 - ii. Last meeting was short – discussed credit hour overload fee
- c. Treasurer- Jenny Boggs
 - i. In the Staff Council account there is \$310.91
 - ii. In the Ginny Grottendieck account there is \$925.41. Applications for the spring are being accepted.
- d. ACCE – Sheri Goff
 - i. Uncertain future for ACCE due to non-classification issues.
- e. Professional Development – Neal Benson
 - i. Application deadline – No applications were received. Will offer one more month to see if any applications are received by next meeting.
- f. Committee Meetings
 - i. Parking and Safety – student permit charge will be lowered as well as fines

V. Old Business

- a. Staff Handbook – Needs updates based on new policies
- b. SC Constitution Changes – New changes tabled
- c. Employee Incentives – Discussed – Needs tweaked.
- d. Weather/Power Outage Plan – No changes, just clarified and circulated.
- e. Fundraising Committee –
- f. Welcome Packet – Krystal Smith has been working on it as well as Jenny Boggs. Possible to include shirts and pins, etc. for new employees?
- g. Furlough Policy – Staff reduction being built into new policy
- h. Clock Tower – 4 LED lights have been ordered

VI. New Business

- a. Clerical/Secretarial Representative – Due to Rachel Adams change in position she is no longer under this classification. Emails were circulated for a replacement, no one came forward to replace this position. A motion was made for Rachel to become a member-at-large and remain as the chair. Sheri Goff gave the motion, Jim Tatman 2nd the motion. Motion PASSED.

VII. Next Meeting

- a. Next meeting will be Dec. 19, 2017 at 8:30am in MCCC 319. Decision was made to bring snacks to next meeting for a holiday celebration.

VIII. Adjourn

- a. Jim Tatman made a motion to adjourn the meeting. Dustin Crutchfield 2nd the motion. Meeting adjourned at approximately 9:54 am.

Respectfully submitted,
Michele Lang, Secretary _____ Date _____

Rachel Adams, Chair _____ Date _____