Glenville State College
Classified Staff Council Minutes
April 17, 2018

I. Call the Meeting to Order
   a. Chair Adams called the meeting to order at 8:46 am.
II. Attendance
   a. Members Present: Rachel Adams, Neal Benson, Jenny Boggs, Dustin Crutchfield, Adrian Duelley Sheri Goff, Michele Lang, Debra Nagy, Chelsea Stickleman, Rick Walsh, Mandy Wiant
   b. Members Absent: Jim Tatman
   c. Guests: Brittany Benson, Joanne Rutherford
III. Review of Minutes from Last Meeting
   a. No minutes available – tabled
IV. Reports
   a. Board of Governors – Dustin Crutchfield – meeting tomorrow, staff council meets with the board following their meeting.
   b. Treasurer – Jenny Boggs
      i. Staff Council Account Balance: $365.91
      ii. Ginny Grottendieck Balance: $815.41
   c. Professional Development – Neal Benson – Two applications for Degree Works conference forthcoming.
   d. ACCE – Sheri Goff – Raises were discussed at their last meeting. See notes (Attached)
V. Committee Reports –
   a. Facilities – ASC is to move to the 3rd floor of the library over the summer. Part of LBH may be torn down. Riverfront Residences to be created out of the Conrad Motel. Many discussions being held as to who moves to Clark Hall when ASC leaves there as well as about other locations on campus.
VI. New Business
   a. HR Policy Discussion –
      i. Guidelines for raises – how to go above minimum?
      ii. Internal hiring/career ladders
      iii. Retirement contributions/matching
      iv. Provision for staff council
      v. Progressive discipline will be added to the policy effective up to the VP level
   b. New Business: Nominations for new representatives whose terms are expiring. Adrian Dulley made motion to open nominations. Rich Walsh 2nd. Motion passed.
      Clerical/Secretarial – Joanne Rutherford and Brittany Benson
      Executive – Debra Nagy
      Services – Rick Walsh
      Other Prof. – Rachel Adams
      Technical – Mandy Wiant

Motion was made to close nominations by Sheri Goff. Chelsea Stickleman 2nd. Motion passed. Officers will be elected at the next meeting. Survey Monkey to be used for a vote on the Clerical/Secretarial position.

c. Selection of Employee of the Year – will be presented at a May 8 faculty and staff luncheon. Nomination due to Neal by April 23. Motion made by Sheri Goff to have a committee of past EOY recipients to select this year's winner. Chelsea Stickleman 2nd. Motion passed.
d. All staff category yearly award discussed. Chelsea Stickleman motioned to accept staff category award with revisions as noted. Neal Benson 2nd the motion. Motion passed.
e. Due to a move in the awards luncheon from December to May, Chelsea Stickleman made a motion to skip the 2017-18 academic year for EOY and move forward to the 2018-19 year. Rick Walsh 2nd the motion, motion passed.

VII. Next Meeting:
a. Next meeting will be May 15, 2018 at 8:30 am in MCCC 319.

VIII. Adjournment:
a. Jenny Boggs made a motion to adjourn the meeting. Chelsea Stickleman 2nd the motion. Meeting adjourned at approximately 10:04 am.

Respectfully submitted,
Michele Lang, Secretary____Date_____________

Rachel Adams, Chair____Date_____________