

Glenville State College
Classified Staff Council Minutes

May 17, 2016

- I. Call the Meeting to Order
 - a. President Tatman called the meeting to order at 8:34 am

- II. Attendance
 - a. Members Present: Gail Westbrook, Brian Hipp, Jim Tatman, Jodi Walters, Josh Sponaugle Adrian Duelley, Brittany Frymier, Mindy Marsh, Ann Reed, Krystal Smith, Marisa Fox, and Sheri Skidmore
 - b. Members Absent – None
 - c. Guest- Dustin Crutchfield, Linda Graff, Patty Snyder, Denise Ellyson, Greta Peters, Carol Goodrich, Rick Accord, Rick Walsh, Jennifer Wenner, Amanda Lamb, Nalani Dolpies, Jason Gum, Jenny Boggs, Dave Moss, Mark Husk, Joanne Rutherford, Jason Phares, Michelle Hypes, Mark Jones, Stephany Harper, Robert Hardman, Dr. Milan Vavrek, and Dr. Peter Barr

- III. Special Guest
 - a. Dr. Barr
 - i. Want to show his appreciation to the staff and how important we are as well as the faculty. We have been through some rough time and unfortunately does not see an end at this time especially financially. The state is in a difficult position when comes to creating a budget with a huge budget deficient.
 - ii. Higher Education has taken a significant cut over the past 3 years. Statewide in High Education decreased by some \$52 million dollars and at our level we have been decrease about \$1.41million dollars. In perspective over the past three years this is a 20% reduction which is a huge impact on the overall budget especially when looking at positions of those who retire or leave the institution. We have looked at the positions very carefully and looked to see if we can spread the duties. The real answer is to make sure there are that we do not cut anymore. We have strong representation in the senate and house who are opposed to anymore cut in Higher Education. What we need to do is recruit 100 new students and retain them. Every one of us needs to recruiters and retainers. We do a wonderful job caring for our students and that is evident by our students. We need to find ways, admission, alumni council, board member's sending letters to new students, in order to impact or appeal to that student. Once they are here this is the institution where they belong.
 - iii. Over the past 3 years, the work load has been spread from 23 different positions to other individuals. We know that you will continue to help the

best that you can. We will have to see this week if we get hit with another budget cut. If we get hit with another budget cut, then the admission will have to bring in another 100 or more students than what we currently have in order to look at other opportunities.

- iv. Appreciate everything we do. We need to find a way to keep working and gradually increase our numbers. We need to get above the break-even point in order to look at pay increases and other opportunities. We need to get additional 100 students to obtain this goal.
- v. Questions
 - 1. We have heard both way which way the legislator is going and how they view Higher Education. Have you heard which way the legislature is going to go in regards to Higher Education?
 - a. Has met with the chancellor and gotten his insight since he works with the legislator every day. Both the legislatives appreciate Higher Education but has trapped themselves thinking they need to get elected in November and signed on for no new taxed. If you have 25% of the delegates say no new taxes it will be extremely difficult to get any new taxes out. They have trapped themselves into a corner. Even though they think Higher Education is good for the state they also still think we are bad. They think Too many people, consolidation, shutting down, institution that will solve the problem but where are you going to cut? I hope we are not faced with cuts because who will it be. Working with Robert Hardman in order to try and not face cuts. Once we get over the break-even point, then we can talk about pay raises, etc.
 - 2. Do you have a timeframe of where we will be standing budget wise and positions?
 - a. We hope to know this week.
 - b. Would like to see admission come in and say we have those additional 100 students.
 - c. We also need to get the student to register
- b. Dr. Vavrek
 - i. Would like to extend his appreciate for everything that the staff does. He has noticed the efforts and appreciate the staff. He see things with a fresh pair of eyes since moving from the WACO center. If we can think of anything for Fall Staff develop with workshops or trainings he is happy to help in any way.

- c. Robert Hardman
 - i. Reiterates how important the staff is. Classified staff are the institution. We are from here, it important to us, and take ownership of it and take pride in what we do. We are the heart and soul.
 - ii. We are going to do everything we can and try to save classified staff positions if we can. There are some classified staff position that have been gone unfilled.
 - iii. Discussion over the years of how can we consolidate positions or institutions in Higher Educations. There have always been talks of school takeover and consolidation position. We are too important to Central West Virginia.
 - iv. As for recruitment and retentions he challenges staff and faculty. With around 200 employees we are and could be an influences to them coming to GSC. It would help the efforts of Admissions. Athletics does bring in a lot of students. However, some students slip through the cracks.
 - v. Payroll System
 - 1. We are live now. Make sure your time is entered into the system
 - 2. They are working on a parallel test right now. Please bear with us to preserve the institution and staff. WE are all supports of the classified staff
 - 3. The economy does not look good this year but for the seeable future. This is a state issue but we are going to try and maintain.
 - vi. Questions
 - 1. Will be able to see our departmental budgets and get copies of them?
 - a. Yes. There will not be a lot of fluff in any of the operating budgets and will continue to look at cutting departmental budgets before we cut positions.
 - b. Budget has to be in by June 1, 2016. The latter part of May need to have something to HEPC.
 - c. Best way to see your budgets is to go into Banner in order to keep track of your budget.
 - d. Two people have resigned and those positions will be replaced however, we are not replacing the position that Clay Chesser held. We may have to do additional training for Banner in regards to the departmental budgets.

IV. Questions or Concerns from Staff to Staff Council

V. Staff Council Appointments

- a. We have 5 representative as well as the ACCE Representatives whose term has ended for the upcoming year. They are as follows: Clerical and Secretarial, Executive, Administrative, and Managerial, Service/Maintenance, Other

Professional Staff, Technical and Paraprofessional. Each group went to different areas to discuss who would fill in the vacancies for their areas. The results are as follows:

- i. Clerical and Secretarial: Rachel Adams will replace Sheri Skidmore
- ii. Executive, Administrative, and Managerial- Jodi Walters will continue to serve
- iii. Service/Maintenance: Rick Walsh will replace Brian Hipp
- iv. Other Professional Staff: Adrian Duellely will continue to serve
- v. Technical and Paraprofessional: Brittany Frymier will continue to serve and Jenny Boggs will replace Debi Jenkins

b. ACCE Representative

- i. Sheri Skidmore has volunteered to accept the ACCE representative position. Marissa Fox made a motion to accept Ms. Skidmore as the new representative. Gail Westbrook 2nd the motion. Motion PASSED

c. Josh Sponaugle made a motion to close the nomination process. Arian Duellely 2nd the motion. Motion PASSED

- i. ACCE Representative: Sheri Skidmore will replace Connie Blevins Bailey

VI. Review of Minutes from the Last Staff Council Meeting

- a. Sheri Skidmore made a motion to approve the April 19, 2016 minutes with minor changes. Josh Sponaugle 2nd the motion. Motion PASSED.

VII. President's Comments

- a. President Tatman wanted to thank Gail Westbrook for the personal invitation what were sent out. They were very well done.

VIII. Reports

a. Human Resources- Krystal Smith

- i. We are live with Oasis and Kronos. Time and entry are done and the first pay will be June 10, 2016. June 19th will show the actual leave balance. Made several calls over the course of last week to get the updated information on everyone for their leave. There are a couple of issues with the system so hopefully those will get fixed soon.
- ii. Mercer Study- conference call last week. Those who are over this study has some several different issues and the project has been at a standstill.

- b. Board of Governors- Ann Reed
 - i. We will be meeting June 1, 2016
 - ii. Email was sent out in regards to the upcoming policies that are being reviewed. Comments have been received. Policy 29 about employment and evaluation of the President of the College went to a subcommittee because of so many comments.
 - iii. There is a May 26, 2016 deadline for all comments
 - iv. Thank you to everyone who commented the first time around. We are now sending them back out a second time for additional comments.

- c. Treasurer- Brittany Frymier
 - i. In the Staff Council account there is \$240.71
 - ii. In the Ginny Grottendieck account there is \$ 1015.41. A \$1 was deposited to keep us from being charged an inactive fee.

- d. Professional Development-Sheri Skidmore
 - i. At this time no one has applied for funds. An email was sent out but there were no responses.
 - ii. Are we getting the funds this year or are we going to be cut? This year we only got \$3000.00 instead of \$4000.00. We only had 2 individuals who applied this year. I will email out a balance for this account.

- e. Ginny Grottendieck- Sheri Skidmore
 - i. We only has one application and it was revoked.

- f. ACCE - Connie Bailey
 - 1. No Report

IX. Old Business

- a. Fundraisers
 - i. Need the general fund to improve. We need to do something fun for the staff. The ice cream social was a hit last year. President Tatman was speaking with Jodi Walters on ideas of how to improve staff morale. Do we want to solicit donations? Do we want to see about doing a fundraising company?

- b. Fun Activities to do
 - i. Softball game was fun but do not make any money. We want to enjoy the game but not make money
 - ii. Game show against students
 - iii. Pie Throwing Contest
 - iv. Animal to office or something else that is annoying
 - v. Fire pit, Hotdog Roast, S'mores with the students

1. Student Activities is looking to do something like this the first week of classes at the football field and show a movie on the jumbo tron. This will would be a great idea for faculty and staff to come out with their families and hang out with students.

X. New Business

- a. Make sure to get Kronos stuff in on time.

XI. Adjourn

- a. Brian Hipp made a motion to adjourn the meeting. Josh Sponaugle 2nd the motion.
Meeting is adjourned at 10:00am