

Glenville State College
Classified Staff Council Minutes

June 21, 2016

- I. Call the Meeting to Order
 - a. President Tatman called the meeting to order at 8:36 am

- II. Attendance
 - a. Members Present: Gail Westbrook, Rick Walsh, Jim Tatman, Jodi Walters, Josh Sponaugle Adrian Duelley, Brittany Frymier, Mindy Marsh, Ann Reed, Krystal Smith, Rachel Adams, Jenny Boggs, and Sheri Skidmore
 - b. Members Absent – None
 - c. Guest- Carol Goodrich

- III. Review of Minutes from the Last Staff Council Meeting
 - a. Josh Sponaugle made a motion to approve the May 17, 2016 minutes. Rick Walsh 2nd the motion. Motion PASSED.

- IV. President's Comments
 - a. None at this time

- V. Reports
 - a. Human Resources- Krystal Smith
 - i. Oasis and Paychecks- For the most part everyone pay was accurate. This process should get simpler as we go. Every other week we are making sure everything is accurate
 - ii. Kronos- Still a few bugs to work out. Some people are getting 15 minutes of extra time. Please be mindful of your time when punching in and out.
 - iii. HEPC and Mercer- Has a brief discussion with Bruce Cottrill from HEPC. It is slow going and it is taking time. However, the data is good and things are moving along.
 - iv. Welcome Back Meeting- Are there any suggestions that we should be focusing for Staff? Should we have a session for the Staff?
 1. Jim Tatman would personally like to see it. This way we can introduce new staff to the other staff members on campus.
 2. Talk about any changes that comes up, Emergency protocols, money for Staff, use of the codes, mass notification system, etc.

- b. Board of Governors- Ann Reed
 - i. New River Community and Technical college
 - 1. Dr. Barr is still trying to negotiate having Glenville come in and secure the campus again but it is proposing to be a problem with it now being in Beckley. Enrollment is down and layoff are occurring as well as staff going to part time.
 - ii. Jim Spears discussed that we have been approved as a grant test site for dual credit for high school students to use PELL money. We are the only institution in the state to be approved. They are now working and discussing a grant for dual credits for correctional institutions.
 - iii. There is discussion to do a 4 year business instead of a 2year at FCI Gilmer
 - iv. Tuition and fees were passed and approved. They have been raised. WE can go 5% without having to get permission from HEPC. Glenville State College is doing 4.5% on tuition and 3.5% on room and board.
 - v. We have a new Acrobatic and Tumbling Coach
 - vi. Discussion on a new policy and it was clarified that will be a procedure for withholding diplomas or transcript for those student who still owe money.
 - vii. Bonds
 - 1. They are going to refinance the bonds on Pioneer Village and Goodwin Hall. It is supposed to help us but it will increase the length of the loan another 10 years.
 - viii. Holiday schedule was approved
 - ix. Discussion of Master's program
 - 1. Looking at Behavioral Science, Business, and possibly Education
 - x. Online Policy Proposal
 - 1. Was approved to be reduced to 50%. Faculty gets for \$35.00 for student if they are teaching an online class.
 - xi. Parking Policy
 - 1. Needs to clarified and see where it went since it was not discussed in the last board meeting
 - xii. The Board of Governor updates will be sent out.
- c. Treasurer- Brittany Frymier
 - i. In the Staff Council account there is \$240.71
 - ii. In the Ginny Grottendieck account there is \$ 1015.41.
- d. Professional Development-Sheri Skidmore
 - i. A late application was submitted by Jason Gum. He is asking for the full amount of \$879.00 for a course that was taken in the Spring. He did receive funds in the Fall for a different course.

- ii. We currently have \$1922.00 left in this budget
- iii. Gail Westbrook made the motion to grant the funds for the Spring class that was taken. Adrian Duelley 2nd the motion. Motion PASSED

e. Ginny Grottendieck- Sheri Skidmore

- i. Nothing at this time but will ask again in the Fall.

f. ACCE – Sheri Skidmore

- 1. Was not able to go to the meeting that was held. The June meeting was cancelled and the July meeting is the retreat on the 11th and 12th in Charleston.
- 2. Sheri Skidmore has talked to Rick Accord about the budget for ACCE.

VI. Old Business

a. Fundraisers

- i. Need the general fund to improve. We need to do something fun for the staff.
- ii. Raffle Ideas
 - 1. Looking at having a Yeti Cooler, Fire pit, or possibly a Stonewall Resort gift certificate to be donated. We could do one –three different types of raffles. Sheri Skidmore will look more into this raffle idea.
- iii. Pie in the Face
 - 1. Need to have high value targets and several people to take part in
- iv. Kickball
 - 1. Could be done during Homecoming week
 - 2. We could use the football field or Lilly gymnasium
 - 3. Possible team up with intramurals to do this event or another type of event
 - 4. We will make a decision at the July meeting

VII. New Business

a. Election of New Officers

- i. President
 - 1. Gail Westbrook nominated Jim Tatman. Josh Sponaugle 2nd the motion. Motion PASSED.
 - 2. Josh Sponaugle made a motion to close the nominations for the President position. Rick Walsh 2nd the motion. Motion PASSED
 - 3. Jim Tatman is the President for Staff Council.
- ii. Vice President

1. Jenny Boggs nominated Josh Sponaugle. Josh Sponaugle nominated Rick Walsh. Rick Walsh declined the nomination. Rick Walsh 2nd the motion. Motion PASSED.
 2. Gail Westbrook made a motion to close the nominations for the President position. Jodi Walters 2nd the motion. Motion PASSED
 3. Josh Sponaugle is the Vice President for Staff Council.
- iii. Secretary
 1. Brittany Frymier and Jenny Boggs nominated Jodi Walters for Secretary. Adrian Duelley 2nd the motion. Motion PASSED.
 2. Rick Walsh made a motion to close the nominations for the Secretary position. Adrian Duelley 2nd the motion. Motion PASSED
 3. Jodi Walters is the Secretary for Staff Council.
 - iv. Treasurer
 1. Jodi Walters nominated Brittany Frymier for Treasurer. Jenny Boggs 2nd the motion. Motion PASSED.
 2. Josh Sponaugle made a motion to close the nominations for the Secretary position. Rick Walsh 2nd the motion. Motion PASSED
 3. Brittany Frymier is the Treasurer for Staff Council.
- b. Dress Code
 - i. Rachel Marks brought up the dress code policy. Can this be expanded on?
 1. We cannot really break it down but can you explain what it means.
 - a. Individuals come in super short skirts, workout clothes, revealing tops, or other inappropriate clothing.
 - i. Krystal Smith and Jim Tatman would speak with Dr. Barr but you have to be very careful when speaking about this issue.
 - ii. This should be the supervisors talking to their employees about dressing appropriately. If they are uncomfortable then they should find someone who could talk to them.
 - iii. Each department dress code maybe different because of their job description but you can look appropriate and professional.
 - iv. This could be brought up at the Fall staff council meeting so everyone is aware and reminded to dress appropriately and professional for your job.
 - v. This will need to go through Human Resources.

VIII. Next Meeting

- a. The next meeting will be July 19, 2016 at 8:30am.

IX. Adjourn

- a. Brittany Frymier made a motion to adjourn the meeting. Rick Walsh 2nd the motion. Meeting is adjourned at 9:39am