

Glenville State College
Classified Staff Council Minutes

August 30, 2016

- I. Call the Meeting to Order
 - a. President Tatman called the meeting to order at 8:32 am

- II. Attendance
 - a. Members Present: Rick Walsh, Jim Tatman, Jodi Walters, Brittany Frymier, Mindy Marsh, Ann Reed, Rachel Adams,
 - b. Members Absent – Gail Westbrook, Jenny Boggs, Sheri Skidmore
 - c. Guest- Trae Sprague, Chelsea Stickelman, Jeremy Long

- III. Review of Minutes from the Last Staff Council Meeting
 - a. Rachel Adams made a motion to approve the July 19, 2016 minutes with minor changes. Rick Walsh 2nd the motion. Motion PASSED

- IV. President's Comments
 - a. There was a good number of representation for the incoming freshman class. The Fine Arts Auditorium was completely full. There was a good turnout among the faculty and staff. I have not heard the number of freshman here at GSC but we are hopefully up from last year. Now we need to make sure to retain these students.

- V. Reports
 - a. Human Resources- Krystal Smith
 - i. No report at this time

 - b. Board of Governors- Ann Reed
 - i. Was not able to go to the meeting in August due to auditors being in. Teresa Sterns did drop of some paperwork concerning the meeting and Ann will look over this and try to summarize it for the next meeting.

 - ii. Presidential Replacement
 1. No decision or action was taken on the replacement of President position. This will take place at the next Board of Governors meeting in October. Unless the Board of Governors executive committee meets in September and they make a decision to start something early.

- c. Treasurer- Brittany Frymier
 - i. In the Staff Council account there is \$120.91. A bill for coffee and pastries was 119.80.
 - ii. In the Ginny Grottendieck account there is \$ 1015.41.
- d. Professional Development-Sheri Skidmore
 - i. No report at this time
- e. Ginny Grottendieck- Sheri Skidmore
 - i. Ann Reed will send out an email about the scholarship and application.
 - ii. Staff Council needs to ask Denny Pounds to oversee the scholarship fund and the staff could help monetarily with it however, we would still reserve the right to approve the scholarship and the name needs to stay the same.
- f. ACCE – Sheri Skidmore
 - i. No report at this time

VI. Old Business

- a. Thank You letters
 - i. Jason Gum send thank you letters for the professional development funds.
- b. Dress Code
 - i. Rachel Adams brought the issues up and found some information from a school in Georgia that we could implement here. It just discusses basic dress attire, cleanliness, relates to dress down days, discipline, etc. Rachel will email the link to Jodi Walters.
- c. Kickball
 - 1. Need to reserve the Sue Morris Complex and who does the concessions needs to be there as well.
 - a. October 20, 2016 is the planned date for this event.
 - b. An email will be sent to Faculty and Staff for recruitment of players.

VII. New Business

- a. Spreadsheet
 - i. Rachel Adams presented a spreadsheet in regards to accrual time leave in Kronos. Leave in the spreadsheet and in Kronos should match and they are not. People are losing hours in Kronos. This is an issue that will need to be taken to the ACCE representative and go statewide.

- b. Hiring
 - i. The position that was posted for Program Coordinator for Disability Services was not handled correctly. Current employees were not able to apply for this position and when they did, the comment was made it has already been filled. A call was made to HEPC concerning the issue. This position is a pay grade 15 and anyone could have applied and did not have to be promoted within the institution. Seniority does not come into play with this position. The individual who is currently in this position does not meet the qualifications.
 - 1. Can something be done in regards to this situation for next time and come at it as a group instead of a single person fighting the issue.
- c. Educational Time Release Policy
 - i. This needs updated in the Classified Staff handbook.
- d. Handbook
 - i. Classified Staff handbook needs updated to include KRONOS information and new pay day information.
- e. Office Hours
 - i. Office hours should be established as 8 – 4 with a ½ hour for lunch preferably as close to noon as possible. If offices need to be closed during that time they should have a sign posted with a return time listed. Away messages should be placed on voicemails and emails where appropriate.
- f. Children in the Workplace
 - i. Children in the workplace seems to be an issue. We need to think about the look of the institution and how this appears to perspective students and their parents.
- g. Open Positions
 - i. Josh Sponaugle has resigned from the college and we need to fill the positions.
 - 1. Trae Sprague has agreed to be the representative for his classification. Rick Walsh made the motion and Brittney Frymier 2nd the motion. MOTION PASSED
 - 2. Brittney Frymier made the motion for Rachel Adams to become the new Vice President. Rick Walsh 2nd the motion. MOTION PASSED.

VIII. Next Meeting

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

IX. Adjourn

- a. Rick Walsh made a motion to adjourn the meeting. Mindy Marsh 2nd the motion.
Meeting is adjourned at 9:32 am.

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

President's Signature

Date