

Glenville State College  
Classified Staff Council Minutes  
September 26, 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, Rachel Adams, Adrian Duelley, Trae Sprague
  - b. Other Members: Ann Reed, Sheri Goff, Krystal Smith
  - c. Members Absent – Gail Westbrook, Jenny Boggs, Mindy Marsh
  - d. Guest- No one was present
  
- III. Review of Minutes from the Last Staff Council Meeting
  - a. Rick Walsh made a motion to approve the August 30, 2016 minutes with minor changes. Brittany Frymier 2<sup>nd</sup> the motion. Motion PASSED
  
- IV. President's Comments
  - a. Apologized for missing the meeting
  - b. The candle light vigil went very well. Over 400 people attended and gave condolences to the GSC volleyball team on behalf of Staff Council.
  
- V. Reports
  - a. Human Resources- Krystal Smith
    - i. Estimate of numbers of those individuals who will be 38 people who will become non-exempt overtime employees according to the FLSA rule the new overtime rule. This will take effect on November 26.
    - ii. Creating code for those to punching the clock those who need to punch in and out.
    - iii. Going to bring in Bruce Cottrill to explain and train about being non-exempt.
  
  - b. Board of Governors- Ann Reed
    - i. No meeting until October.

- ii. An email was sent out by Greg Smith in regards to the Presidential search committee. Jim Tatman did recommend that someone from Staff Council should sit on this committee. Sheri Goff will talk to Gail Westbrook to see if she would be willing to represent Staff Council
- c. Treasurer- Brittany Frymier
  - i. In the Staff Council account there is \$120.91.
  - ii. In the Ginny Grottendieck account there is \$ 1015.41.
- d. Professional Development-Rachel Adams
  - i. No report at this time
- e. Ginny Grottendieck- Rachel Adams
  - i. No report at this time
- f. ACCE – Sheri Skidmore
  - i. There is a major push for a policy on layoffs, furloughs, and rifts. While the threat has passed it may come back since we are 3 million dollars in the deficit for next year. ACCE is pushing for every campus to have a policy in place as well as HEPC. It is up to Staff Council to start this process.
  - ii. Best practice manual is not completed but it is the works.
  - iii. FLSA/Mercer- Teaching dealt with on other campuses, grant funded employees, the current methodology is not working. Waiting on Mercer to produce this documentation and have not paid the last 3 invoice. Once they produce documentation of what we have asked they will receive funds.
  - iv. Leave Accruals- this was an issue but now it has been fixed. Individuals were being shorted on time at least 8 minutes a year.

## VI. Old Business

- a. Powder Puff Game
  - i. Sell popcorn at this event. Student Activities can donate everything needed but will need help working the event on October 19, 2016 at 7pm.
- b. Bank Account
  - i. Talked to Dennis Pounds in regards to the accounts. There are 2 different options.

1. Scholarship fund will need to have \$5000.00 to start the account. They will invest in it and try to lobby for money.
2. Holding account- they hold your money and spend however.
3. Payroll reductions can be done as well.
4. Next meeting a decision will be made.

c. Haunted House

- i. SGA is still doing the Haunted House. Each Organization and Athletic groups would take a room and decorate it to a theme. We could possibly have a room and help out.

VII. New Business

a. Classified Handbook

- i. This manual needs to be updated from 2011-2012. We have the smallest handbook with only 22 pages. Kronos and Oasis needs to be added and other sections need to be expanded.
  1. Should there be a campus wide handbook? This should just be stated as Staff and not Classified Staff. Bring ideas to the next meeting

VIII. Next Meeting

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

IX. Adjourn

- a. Rick Walsh made a motion to adjourn the meeting. Adrian Duellely 2<sup>nd</sup> the motion. Meeting is adjourned at 9:32 am.

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

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President's Signature

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Date