

Glenville State College

Staff Council Minutes

February 18, 2020

- I. Call the Meeting to Order
 - a. Chair, Chelsea Stickelman called the meeting to order at 8:38 am.

- II. Attendance
 - a. Members Present: Chelsea Stickelman, Bridget Carr, Jason Gum, Ashley Nicholas, Cheyenne Carr, Dustin Crutchfield, and Michele Lang
 - b. Members Absent: Conner Ferguson, Mandy Wiant
 - c. Other Attendance: James Tatman, Cody Moore, Sherry Jenkins, Robin Meadows, Tegan McEntire, Saleena Montalvo, Larry Gwinn, Lexi Gay and Jazaray Clark-Casto.

- III. Review of Minutes from Last Meeting
 - a. No changes made to minutes from the last meeting. Bridget Carr motioned to accept the minutes. Dustin Crutchfield seconded the motion. Motion passed.

- IV. Chair's Comments
 - a. No comments at this time.

- V. Committee Reports
 - a. Human Resources – Tegan McEntire
 - i. Online trainings are available. You can retake the trainings and quizzes as many times as you need to, and HR doesn't see the scores of the quizzes. Jim Tatman asked what would happen if employees were unable to complete the trainings. Tegan was not sure, since the trainings are new. Supervisors should give their employees time to complete the trainings. Trainings will be available until the end of the semester. These will probably be done on an annual basis.

 - b. Board of Governor's – Jason Gum
 - i. A lot of the Board meeting was about Finances.
 - ii. Policy revisions were approved. There is a 30-day comment period for changes.
 - iii. Fees were approved for next year. This included a \$125 student activity fee which will cover shuttle, free admittance to games and campus events, library, etc. and a \$120 fee for the Teacher Education program.

- iv. Tuition changes are still being discussed.
 - v. The HEPC Education Report is now called an Almanac.
 - vi. Dale (Physical Plant) gave a report of capital improvements that totaled \$5.4 million, that should be completed over the next few years. Michele mentioned that at the ACCE meeting, the Chancellor for HEPC was asking for bond funding for deferred maintenance for CTC and 4-year colleges. This would be a School Building Fund that would be shared across the state (as appropriations, not a loan), if approved.
 - vii. Projections of cash flow – bond payments are not included on 2020 budget. The money borrowed from Foundations will be paid back in March, but more money will be borrowed from Foundations in June.
 - viii. The budget should be approved in April, and the Board will not approved a budget with a deficit. There is a projected \$2.5 million deficit for the end of this fiscal year.
 - ix. The Board asked for an update on Hidden Promise, and an understanding of the vision for Hidden Promise in the future. Stacy should update the Board at the next meeting.
- c. Treasurer's Report – Still need a Treasurer.
- d. Professional Development
- i. Professional Development started with \$25,000 at the beginning of the year, and due to budget cuts, it was cut to \$15,000 total. This was based on how much was used in the first half of the year. There is \$9,000 for the second half of the year. Chelsea has one new application, that she will send to council members for approval.
- e. Ginny Grottendieck
- i. Chelsea did not have a Ginny Grottendieck update. There is only one person continually donating to the fund every pay period.
- f. ACCE – Michele Lang
- i. Michele sent out a list of bills that affect Higher Education. These can also be accessed online. The bill on PEIA coverage (spouses and dependents not being covered on an employee's insurance) did not pass.
 - ii. Fairmont and Shepherd are applying to be exempt from HEPC.
 - iii. Funding Formula – The Blue Ribbon Commission 'fizzled out'. They are now looking to create a House funding formula bill. All 4-year Presidents are working on this. This is similar to HEPC formula proposal from a few years ago, using enrollment, retention and graduation, specific to each institution.

- iv. New salary structure was passed by legislature three years ago, and should have a five-year review. This has not been started. Has our campus been doing compensation updates yearly? Tegan said that everyone got the 4.1% raise last year. This was not a compensation update though. No salary reviews have been done.

g. Others

- i. Facilities Committee has not met in a few months
- ii. Jason is trying to build up the Library Committee
- iii. College Leadership Council (CLC) Update - Chelsea Stickelman
 - 1. Had not met in a year
 - 2. Dr. Morris showed the group everything that has been approved, but does not want this trend to continue and wants to bring items to the CLC before they are sent for approval
 - 3. Consolidated of Health & Human Performances with Education Department, last year's budget and fees were discussed.
 - 4. The council should meet once a semester, but there will be another meeting later this semester to go over tuition and fees before it is sent to the BOG.
 - 5. Chelsea brought up Shared Governance. Tim Henline is working on a list of committees that faculty are on that have a staff member requirement. There will be another meeting to discuss committees, members and by-laws.

VI. Old Business

a. Openings on Staff Council

- i. Two openings in Service/Maintenance area. Saleena Montalvo and Jim Tatman were willing to fill these positions. Dustin made motion to approve, Bridget seconded the motion. Motion passed.
- ii. Cheyenne is in a new category, so she was moved to the open position in Technical & Paraprofessional.
- iii. There is still the following openings:
 - 1. 1 in Clerical/Secretarial
 - 2. 1 Member-at-Large
 - 3. Treasurer

b. Staff Awards

- i. Awards were discussed at the last Meet & Confer. The Cabinet is discussing how they will be done this year, and how they will be funded, will there be a luncheon, etc.

VII. New Business

a. Ideas for Staff Council

- i. Why aren't Athletics staff included in Staff Council? Employees can only be a part of Staff Council if they have progressive discipline. Athletics staff's contracts do not fall under progressive discipline. Jason asked if Council could make an exception to approve an Athletic staff's Professional Development application. All BOG policies are being reviewed, so the policy regarding at-will employees/progressive discipline should be reviewed (policy 16). Chelsea said that Council should wait until the Board reviews policy 16, and then the Council can ask to include Athletics staff.
- ii. Chelsea said she would like Staff Council to be more involved on campus and be progressive. She asked everyone to come to the next meeting with ideas.
- iii. Dr. Nelson said Staff Council should have committees within Council, which Council is supposed to have anyway.
- iv. Chelsea also asked that everyone help with retention and try to help students more.

VIII. Next Meeting

- a. March 17, 2020 8:30-10:00AM MCCC 319

IX. Adjourn

- a. Jim made motion to adjourn, Michele seconded. Motion passed. Meeting was adjourned at 10:05.

Respectfully submitted,

Ashley Nicholas, Secretary

Date March 6, 2020

Chelsea Stickelman, Chair

Date _____