

Glenville State College

Staff Council Minutes

March 17, 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, Ashley Nicholas, Bridget Carr, Mandy Wiant, Cheyenne Carr, Conner Ferguson, Dustin Crutchfield, Jason Gum and James Tatman
- b. Members Absent: Michele Lang and Saleena Montalvo
- c. Other Attendance: Tegan McEntire, Sherry Jenkins and Sheri Goff

III. Review of Minutes from Last Meeting

- a. No changes were made to the minutes from the February meeting. Conner motioned to approve the minutes, Cheyenne 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 starting to expire, but are still available. Trainings will be available until the end of the semester.
  - ii. Tegan and Dustin had to leave the meeting early to attend a Cabinet's Meeting about the Corona Virus issue.
  - iii. Jason Gum asked about student workers being able to work during the extended spring break. Tegan said that unless campus is closed, student workers can still work 20 hours per week.
  - iv. Chelsea asked what to do about employees that can't work from home. Tegan said that would have to be discussed by supervisors, and they would determine who could work from home, if necessary.
  - v. Sheri Goff asked how staff would be paid during a shut down or if they would have to use leave. Tegan said if you are not working from home, you would have to use sick leave.

- vi. Jason Gum was concerned with people needing to use the library since public libraries have been shut down.
  - vii. Tegan said that everyone would know more information later in the day, after the Cabinet's meeting.
  - viii. Cheyenne told the group to have people in their areas turn in update Emergency Contact information to the HR office.
- b. Board of Governor's – Jason Gum
- i. The Presidential Search was extended from 3 candidates to 5.
  - ii. As of now, the on-campus visits will still occur at the end of March unless something changes. There could be a small audience, with the forum being streamed online.
  - iii. The reorganization of Academic Affairs and staff reductions discussed during the March Meet & Confer were not made by the Board and was a decision made by the President.
  - iv. Jason asked that all staff be involved in the Presidential search, attend/watch the open forums by each candidate, and voice questions and concerns.
  - v. James Tatman and Sheri Goff voiced their concern over the Board not listening to staff and faculty input.
  - vi. Chelsea suggested if staff members cannot attend or view the open forums, to let other staff members know their questions/concerns and find other staff with the same opinions so that everyone's voice is heard.
- c. Treasurer's Report – Still need a Treasurer.
- d. Professional Development – Chelsea Stickelman
- i. There are two applications for Professional Development (Bridget Carr for spring classes, and Brandy Smith for winter classes). Conner motioned to approve both applications, Jason seconded. Motion passed.
  - ii. Cheyenne asked if there was an update about including Athletics staff in Staff Council. Chelsea said the only ones that are included as of now are Jonathan Griffin, Mandy Frymier, Jesse Skiles, Bill Lilly, Carl Nichols, Nolan Harvath and Jake Zimmers. Cheyenne wanted to make sure that all Athletics staff at least be invited to Meet & Confers.
- e. Ginny Grottendieck – Chelsea Stickelman
- i. There is one application for the Ginny Grottendieck scholarship (Katie Skidmore). James Tatman motioned to award the scholarship, Conner seconded the motion. Motion passed.

- f. ACCE – Michele Lang
  - i. Michele was absent for this meeting. No update at this time.
- g. Other Committees:
  - i. Facilities Committee – Bridget Carr
    - 1. The roundabout construction was delayed because a stream was disturbed when moving trailers out. The DEP is involved.
    - 2. There will be an auction May 30th. Identify any items in your area/office that you do not want. They will try to have a yearly auction. Chelsea asked if someone wanted something from the auction for their area/office could they take it. James Tatman stated that if anyone wanted any items for their office, to let the Physical Plant know the week before the auction, so the items can be transferred.
  - ii. Athletic Committee – Chelsea Stickelman
    - 1. Discussed athletes working with faculty and academic appeals. This committee also pushed for the Staff & Faculty Row at basketball games.
  - iii. Co-Curricular Committee – Chelsea Stickelman
    - 1. No major update. The Committee is working on reports for HLC.
  - iv. International Student Committee
    - 1. Chelsea said Dwight Heaster is working to create a committee to monitor/mentor international students.
    - 2. Dwight is currently the only person on campus who can sign-off on anything related to international students.
    - 3. The committee will work to recruit, help students apply to college, and mentor the students once they are on campus.

VI. Old Business

- a. Staff Awards
  - i. No update.
- b. Staff Council Committee Ideas
  - i. In previous meetings, Chelsea has stated that she would like the Council to be more involved on campus.

- ii. Jason suggested partnering with Dr. Keene on a beautification project.
- iii. Come up with a Recycling plan.
- iv. Bridget suggested co-sponsoring events with SGA to be more involved with students and the community.
- v. Pioneer Pantry/Career Closet – some students are embarrassed to go to the pantry to get supplies. The pantry is also in a space that students don't visit often. Jason suggested moving some items to other areas. Chelsea mentioned adding this as a part of Orientation, and either making it a part of GSC 100 or showing them what is available at the pantry during Orientation.
- vi. Chelsea asked the group to come up with ideas to bring to the next meeting.

## VII. New Business

### a. COVID-19

- i. Ron Taylor met with John Beckvold to discuss creating a Corona Virus/Campus Closure plan. They are looking at the University of Charleston's plan for ideas.
- ii. Sheri Goff said she was concerned with internet access for students if campus does close, and libraries are closed.
- iii. Ron said the shuttle would be running on the weekend schedule as of right now (10:00am-10:00pm). If use is low, it will only be ran during meal times. If the situation gets worse, Public Safety may shuttle the students back and forth from PV and Riverfront.

## VIII. Other

### a. Academic Affairs Restructuring

- i. Ron Taylor asked what the monetary difference was after eliminating the four positions.
- ii. Chelsea explained that the four department secretaries positions were eliminated, but they will be able to move to another area/position that is available. The Associate VP is not a new position, and was filled by Gary Morris before he was promoted to Provost. This rehiring was already in the budget for this year. Jeff Hunter has already been the Dean of Education, but now will be solely working in this position and will not be teaching. The new faculty positions are being posted to try to eliminate adjuncts. Right now, a majority of instructors on campus are adjunct instructors. All faculty will now have to teach 15 credit hours (or the equivalent of) per semester and have 5 office hours a week. The remaining three department secretaries will be moved to an Academic Suite. The Department Chairs will become Department Heads and will not have as many Administrative Duties.
- iii. Sherry Jenkins voiced her frustration with how the eliminations were handled, and how students and faculty will be effected by the changes.
- iv. Sheri Goff was concerned with staff not being involved in the decisions.

- v. Before every Staff Council meeting and every Meet & Confer meeting, all staff were asked to provide questions, concerns and ideas for any issues going on or anything they wished to be brought up at these meetings. Concerns could/can also be voiced anonymously and can be brought up at the meetings by Staff Council Representatives. Attendance has been low at all Staff meetings during the 2019-2020 year, so far. There has not been hardly any input from other staff members to Staff Council Representatives.

IX. Next Meeting

- a. Planned for: April 21, 2020 8:30AM-10:00AM MCCC 319. Changes may be made due to COVID-19 and campus closures.

X. Adjourn

- a. Conner motioned to adjourn the meeting, Jason seconded. Motion passed. Meeting was adjourned at 10:23.

Respectfully submitted,

Ashley Nicholas, Secretary

Date March 30, 2020

Chelsea Stickelman, Chair

Date \_\_\_\_\_