

Glenville State College

Staff Council Minutes

September 15, 2020

TEAMS MEETING/REPRESENTATIVES IN-PERSON

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

- II. Attendance
 - a. Members Present, in-person: Chelsea Stickelman, Michele Lang, Bridget Carr, Eric Marks, Cody Moore, Ashley Nicholas, Cheyenne Carr and Mandy Wiant
 - b. Members Present, via Teams: Dustin Crutchfield
 - c. Members Absent: Jim Tatman, Casey Smola
 - d. Other Attendance, via Teams: Jeremy Carter, Tegan McEntire, Katie Morris, Adrian Duellely, Hannah Rexroad, Tisha Underwood, Brandy Smith, Ann Reed, Heather Moyers, and Brittany Benson.

- III. Review of Minutes from Last Meeting
 - a. Minutes from July 21, 2020: There were no changes to the minutes from July 21. Bridget motioned to approve the minutes, Cody seconded. Motion passed.
 - b. Minutes from August 25, 2020 Executive Meeting: There were no changes to the minutes from August 25. Cheyenne motioned to approve the minutes, Cody seconded. Motion passed.

- IV. Chair Comments
 - a. Chelsea had no comments.

- V. Committee Reports
 - a. Human Resources – Cheyenne Carr
 - i. HR is still missing performance reviews.
 - ii. Make sure to do your timesheets on time.
 - iii. Online Trainings: Most of the trainings are posted for this semester. Since we first started the trainings mid-year (spring semester) some trainings that are available now are repeats. Some of the trainings are required on a yearly basis. The ones available now will expire December

31 and new ones will be required for the spring semester. These will be determined by the President and the President's Cabinet.

- iv. Make sure to go to COVID testing when you get the email from Academic Affairs.
- v. Public Safety needs help taking temperatures of people entering campus. They need help MTWF from 7-10:00 a.m. Chelsea will send an email to all staff to ask for volunteers.

b. Board of Governor's – Jason Gum

- i. There has not been a BOG meeting since the last Staff Council meeting.
- ii. Jason and Chelsea met with Dr. Manchin to go over the staff survey results. The BOG President also went over the survey results. Staff Council may do another survey in April.
- iii. Jason and Chelsea also met with Caren Jenkins to see what information was needed to do Purchase Orders. Caren is going to make a list of items needed, so that staff can help gather some of the information when doing the requisition. This will hopefully make the process go quicker, so that Purchase Orders are paid on time.
- iv. The Board has been discussing budgets and enrollment. The influx of COVID money has helped. Enrollment is up, and the numbers look really good. They are concerned with Financial Aid being behind, but this is nothing new.

c. Treasurer's Report – Mandy Wiant

- i. Mandy did not have an update for this meeting.
- ii. Chelsea said there was one Professional Development application to discuss.

d. ACCE – Michele Lang

- i. ACCE met in late July, and voted in new executive committee members. Their next meeting will be 9/25, virtual.

VI. Old Business

a. Constitution Changes

- i. Jason created a draft of the constitution changes and will review it with the rest of the sub-committee. The sub-committee will then send it to the SC Executive Committee for review, and bring the changes to the next meeting.

b. Sub-Committees

- i. Chelsea said that Melody Wise wants the Co-Curricular Assessment Committee to become a Staff Council sub-committee. Jason will be the rep since he is already on the committee.

c. SC Sponsored Events

- i. Dr. Manchin is on board with having an outdoor event on Clark Hall lawn and the President's house lawn. Bridget will work on planning the event for Oct. 14 (during GSC week). Adrian will provide corn hole boards and other games.
- ii. Cheyenne recommended a campus beautification day, on October 13 (during GSC week).
- iii. Bridget met with Mrs. Manchin to discuss events for students. She would like to have a week full of events for Halloween. Staff Council will plan to sponsor an event for students.
- iv. Door Decorating Contest – Staff Council will sponsor a door decorating contest for Halloween for offices on campus. Chelsea suggested gathering GSC swag from different offices on campus to give away to the winner(s).
- v. Activity for Elementary School Students – Cheyenne mentioned sponsoring a coloring contest for Gilmer Co. Elementary students. Chelsea suggested the award be a GSC gaiter or mask.

d. Website Update

- i. Need to add more information, right now the SC website is very basic. Ashley has looked at examples for other colleges and provided those to the Executive Committee.

e. Storage of SC Documents

- i. Previous SC documents will be stored in the library. Chelsea will send an email to staff requesting documents be turned in to Jason for storage.

f. Staff Survey Follow-Ups

- i. This agenda item was not discussed.

VII. New Business

a. Meet & Confers

- i. Staff Council will provide the agenda for Meet & Confers, instead of Dr. Manchin.
- ii. Items for the agenda: Online trainings, SC events, water filling stations
- iii. Chelsea will create an agenda, and representatives will send to groups for input. She will also send the Teams link to all staff.

b. Staff Development Application

- a. Katie Morris turned in a Professional Development form. Bridget motioned to approve the form, Michele seconded. Motion passed.

VIII. Next Meeting

- a. Meet & Confer: Thursday September 17 at 11:00 a.m. in the President's Auditorium.
- b. Regular Staff Council Meeting: Tuesday October 20 at 8:30 a.m. in MCCC 319.
- c. Both meetings will be available via Teams as well.

IX. Adjourn

- a. Bridget motioned to adjourn the meeting, Cheyenne seconded. Meeting was adjourned at 9:43 a.m.

Respectfully submitted,

Ashley Nicholas, Secretary

Date September 16, 2020

Chelsea Stickelman, Chair

Date _____