

Glenville State College

Staff Council Minutes

March 23, 2021

IN-PERSON/TEAMS

I. Call the Meeting to Order

- a. Chair, Chelsea Stickelman, called the meeting to order at 8:34 am

II. Attendance

- a. Members Present: Chelsea Stickelman, Jason Gum, Ashley Nicholas, Mandy Wiant, Cheyenne Singleton, Bridget Carr, Dustin Crutchfield, Michele Lang, Cody Moore, Eric Marks and Jim Tatman
- b. Members Absent: Casey Moore
- c. Other Attendance, via Teams: Adrian Duellley, Victoria Francis, Sherry Jenkins, Kathy Gilbert and Joyce Riddle

III. Review of Minutes from Last Meeting

- a. January minutes: Jason motioned to accept the minutes, Cody seconded. Minutes approved.
- b. February minutes:
  - a. Michele's name was spelled incorrectly
  - b. Under Old Business – Constitution: "Michele had"
  - c. Dustin motioned to accept the minutes with changes made, Jason seconded. Minutes accepted.

IV. Chair Comments

- a. Chelsea had no comments.

V. Committee Reports

- a. Human Resources – Tegan McEntire
  - i. The HR office is starting staff evaluations. They have been lengthy in the past, and Tegan is wanting to cut down some information so that supervisors are more apt to complete them. HR is asking for feedback on what can be changed/removed from the current evaluation form.
  - ii. Tegan asked staff to watch for fraud letters received in the mail. If you receive one, let Tegan know.

b. Board of Governor's – Jason Gum

- i. There have been two BOG meetings since last Staff Council meeting
- ii. Every Department Chair should be attending to give update on their department. Johnathan Minton attended the last meeting for the Language & Literature Department.
- iii. There was nothing of note with the constituent updates
- iv. Enrollment is not bad, especially with Covid going on right now
- v. The budget from last year has a lot of discrepancies, but Bert has revised it. Business & Finance is thankful for the Covid relief money.
  1. Bert is also working on the 2021-2022 budget, and trying to get a concrete enrollment number for next year. He hopes to have a budget draft by the next BOG meeting.
- vi. Marshall University has been very welcoming. The Administration is still working on getting a nursing program with Marshall.
- vii. Full-time faculty will go back to teaching 12 credits per semester, Lecturers will stay at 15 credits per semester.
- viii. Academic Affairs is continuing to look at low-enrolled courses.
- ix. In future BOG meetings, there will be at least 2 members replaced (due to term limits)
- x. Special BOG Meeting:
  1. The President's Inauguration will be April 9<sup>th</sup>. An invite for the event has been sent out to all faculty and staff by Teresa. Classes will be cancelled the afternoon of the Inauguration and staff should work with supervisors so that they can attend.
  2. Tuition/Fees:
    - a. Tuition will not be raised next year.
    - b. Fees have been bundled and all students will pay the same amount. Certain fees were not charged to every student. All course fees will be the same and included in the total amount due.
    - c. We have been losing money due to students withdrawing and receiving a refund.
    - d. There should be a cushion of lab fees for large expenses (if something breaks down)
    - e. There was one concern, that some programs are supporting other programs. Departments that don't have labs will not receive lab money.
    - f. Michele asked how fee money will be portioned out. Chelsea said a breakdown was created – amount for course fee and amount for student or IT fee. This will be separated by Business & Finance.
    - g. Fees will be different based on the type of student (on-campus, online, science student)

- h. The Housing policy is also going to be changed. We currently have people living off-campus who are not qualified to do so.

c. Treasurer's Report – Mandy Wiant

- i. Ginny Grottendieck Scholarship: \$1465.41
- ii. Staff Council: \$555.91

d. ACCE – Michele Lang

- i. Legislative session is still in.
- ii. Michele has sent info out to all staff but has not heard from anyone
- iii. The speakers for yesterday's ACCE meeting did not show up
- iv. There will be changes for non-exempt employees in receiving comp time. Employees can gain a certain amount of time and then request it all at once. The questions was why are employee's receiving so much comp time? Do certain offices in this situation need more employees?
- v. There are issues with staff and their institutions and their Inclement Weather Policies. Staff feel they are not protected.
- vi. Normally ACCE executive members can attend legislative session, but due to covid they cannot.
- vii. Two legislative members set up meetings to meet with ACCE executive members, but one did not show up or reach out.
- viii. ACCE is not in favor of campus carry
- ix. ACCE is currently watching the budget bill about income tax. They were told Higher Education would not lose funding if income tax is changed.
- x. Fairmont-Pierpont merger: HLC has not approved merger yet, so it should not have went to legislature yet.
- xi. Grievances: They are working to eliminate the Grievance Board and make submitting grievances harder. The employee would end up having to pay legal fees if the grievance was not necessary
- xii. Michele asked Cheyenne if out-of-state travel ban had been lifted. Cheyenne was not sure, but would check on it.
- xiii. Michele also wanted to make sure that the ACCE travel line would remain in the budget. Tegan will ask about this, since it comes from HR's budget.

e. CLC Committee – Chelsea Stickelman

- i. By-Laws/Committees:
  - 1. The CLC Committee went through by-laws that were vetted by Faculty Senate. Chelsea will send out these changes. The by-laws were not sent to Staff Council prior to the CLC meeting.

2. Faculty Senate is asking to reinstate and merge Retention and Enrollment Committees, which would be chaired by Jason Yeager.
  3. Library and Scholarship/Financial Aid by-laws have not been looked at by Faculty Senate yet
  4. The Student Life and Textbook Affordability committees were discontinued
- ii. Staff Council Constitution Change: Chelsea said the CLC Committee wanted to remove the last line in section 4A about employment.
    1. Jason also said page 4 – 6C should be removed (about elections and non-expiring members)
  - iii. The Health & Human Performance major will be relocated to the Science & Math Department
  - iv. Overload Pay Policy verbage was discussed; when does a course become an overload? This will be discussed again at next meeting.

f. Assessment Committee – Jason Gum

- i. The Committee went over last year's ASC reports.

g. Cabinet – Chelsea Stickelman

- i. During the President's Cabinet meeting, they went over the Marshall MOUs. The Cabinet also wants to restart the MOU for Athletic Training.
- ii. Bert is meeting with individual departments and offices to discuss budgets.
- iii. Admissions is working on enrollment projections

VI. Old Business

a. Constitution Update

- i. This was discussed in the CLC Committee overview

VII. New Business

- a. Note Cards: Dustin has sent note cards to new staff members
- b. Homecoming: The Homecoming schedule will be out soon

VIII. Other

a. Elections

- i. Council needs to designate an overseer to send out information about elections. Need EEO recommendations to approve

- ii. Nominations need to be sent one day before next meeting
- iii. Nominations can be emailed to representatives
- iv. Chelsea will send an updated EEOC list to Chelsea
- v. Chelsea will send out recommendation lists, and will bring nominations to April meeting

IX. Adjourn

- a. Jason motioned to adjourn, Michele seconded
- b. Meeting adjourned 9:43am

Respectfully submitted,

Ashley Nicholas, Secretary

Date March 30, 2021