

Glenville State College

Staff Council Minutes

May 18, 2021

IN-PERSON/TEAMS

I. Call the Meeting to Order

- a. Chair, Chelsea Stickelman, called the meeting to order at 8:35 am

II. Attendance

- a. Members Present: Chelsea Stickelman, Bridget Carr, Michele Lang, Mandy Wiant, Cody Moore, Jason Gum, Ashley Nicholas, Dustin Crutchfield and Eric Marks
- b. Members Absent: Cheyenne Singleton, Jim Tatman and Casey Smola
- c. Other Attendance, via Teams: Rachel Adams, Jeremy Carter, Cameron Woods, Joyce Riddle, Trae Sprague, Hannah Rexroad, Katie Morris, Adrian Duelle, Olivea Norris, Sherry Jenkins, Tim Underwood, Heather Moyers and Ann Reed

III. Review of Minutes from Last Meeting

- a. Jason had a correction to the "Other" section of the minutes. In the previous meeting, it had been said that a Meet & Confer would occur on May 16 but this was a Sunday. Jason spoke with Teresa and confirmed that there would be no Meet & Confers held until at least August.
- b. Bridget motioned to approve the minutes, with revision. Cody seconded. Minutes with adjustment were approved.

IV. Chair Comments

- a. Chelsea had no comments.

V. Committee Reports

- a. Human Resources – Tegan McEntire
  - i. Tegan and Cheyenne were both absent for this meeting and will provide an update at the June meeting
- b. Board of Governor's – Jason Gum

- i. At the last Board meeting, members received enrollment comparisons, cash flow projections, budget projections and outstanding balance reports
- ii. There are a lot of students returning in the fall. The Freshman count is a little low, but overall on-trend with years past. Freshman registration usually picks up in July-August. FCI & HCC students are not registered yet.
- iii. Cash flow projections are good for the rest of the fiscal year, mostly due to COVID money received
- iv. A final version of the budget projection will be presented at the next Board meeting. The College should also receive more stimulus money.
- v. Outstanding balances are always a problem, and the Business & Finance office is working to keep this from happening in the future
  - 1. Michele said that the Financial Aid FAFSA hold has helped
  - 2. Board members were also provided financial aid payout information, and how much students are paying, and how much sports bring in (without overhead included)
- vi. The Board will have two new female members, and has a large number of new members

c. ACCE – Michele Lang

- i. Michele was not able to attend the last ACCE meeting, but will attend the meeting next week and will have a report for the next Staff Council meeting
- ii. ACCE is planning their first in-person meeting since early 2020, which will be their yearly retreat at Canaan Valley

d. College Leadership Council – Chelsea Stickelman

- i. CLC met last week, and will have a break until fall
- ii. The SGA Constitution was not approved, and was tabled until the fall meeting
- iii. Chelsea asked that if Staff Council had anything to take to CLC, to work on it over the summer

e. Assessment Committee – Jason Gum

- i. Co-curricular reports are not due until June 15
- ii. Academic reports were due May 14

f. Treasurer's Report – Mandy Wiant

- i. Mandi Lucas is out of the office this week, so Mandy did not have an update. Budget should be the same. Dr. Manchin paid for the Staff Award.

VI. New Business

a. Election Results

- i. Sherry Jenkins and Cheyenne Singleton were elected for Technical & Paraprofessional Representatives
- ii. Cody Moore had the most votes for the Professional Staff Representative, followed by Eric Marks & Trae Sprague tied for the other representative position. Cody was also nominated for the BOG Representative, which he accepted. There will need to be a re-vote for the Professional Staff Representative
- iii. Casey Smola received the most votes for the Service & Maintenance Representative position, followed by Donna Estep and Jim Tatman tied for the other representative position. There will need to be a re-vote for a tie-breaker
- iv. Ashley Nicholas and Hannah Rexroad were elected for Clerical & Secretarial Representatives
- v. Dustin Crutchfield and Chelsea Stickelman were elected for Executive, Administrative & Managerial Representatives
- vi. Cody Moore was elected the BOG Representative
- vii. Michele Lang was re-elected as the ACCE Representative
- viii. Jason motioned to accept the election results, with re-voting for the Professional and Service & Maintenance Representative positions. Cody seconded. Election results, pending the Professional and Service & Maintenance positions, were accepted.

b. Re-Votes

- i. Chelsea will send out forms to re-vote for Professional and Service & Maintenance Representatives later today, and voting will close Friday
- ii. Chelsea will also ask Rita to address the Service & Maintenance employees about the re-vote, during the Cabinet meeting today
- iii. Jason motioned to approve the re-vote process for the Professional and Service & Maintenance Representatives, Cody seconded. Bridget and Eric abstained, due to being Professional Staff and will be included in the re-vote. Election re-vote process approved.

c. Elections, Cont'd

- i. Next week, Chelsea will send an email to all of the new members with more information, and the Constitution
- ii. Staff Council will meet again next Monday to go over election re-votes

- iii. Staff Council Chair nominations will be started in June and selected along with other Officers at the July meeting

VII. Other

- a. Jason said that some employees have said they do not know about Staff Council and what it is.
  - i. Staff Council should send out an email to all staff, and add information to the welcome packets for new staff
- b. Duties of Officers: these need to be looked at to make sure everyone is fulfilling their role, and assign duties to the correct officers
- c. Bridget asked that if members are removed due to not attending meetings, how would they be re-elected?
  - i. A re-election process would have to be done if this happens, and the newly elected member would fulfill the rest of the term until biennial elections occur
  - ii. If a member is moved to a new EEO category, they will be moved to Member-At-Large positions
- d. Jason also mentioned the change with WVU Medicine moving in to Minnie Hamilton's space in the Waco Center. This was not discussed with the campus community.
  - i. How will this affect students and the campus, and will they provide campus nurse?

VIII. Adjourn

- a. Jason motioned to adjourn the meeting, Michele seconded.
- b. Meeting adjourned at 9:21 am

Respectfully submitted,

Ashley Nicholas, Secretary

Date May 18, 2021