

Glenville State College

Staff Council Minutes

July 20, 2021

IN-PERSON/TEAMS

I. Presentation by President Manchin

- a. Dr. Manchin wants to show appreciation and support for staff. He stated that he appreciates all the work that staff do, the job is not easy, and that staff are all dedicated.
- b. Dr. Manchin has put in the budget for a 2.5% pay raise for this year
- c. He and Mrs. Rita Hedrick-Helmick recognized 4 staff members with certificates and gift cards:
  - i. Eric Marks and Jason Phares for assisting with flooring (scraping glue off of floor) in the Pioneer Campus Store
  - ii. Jim Tatman for updating the Dora Heflin Fountain
  - iii. Linda Graff for campus beautification
  - iv. Dr. Manchin and Rita would like to recognize staff throughout the year
  - v. Let Rita know if you know of anyone going above and beyond

II. Call the Meeting to Order

- a. Chair, Eric Marks, called the meeting to order at 8:57 am

III. Attendance

- a. Members Present: Eric Marks, Ashley Nicholas, Sherry Jenkins, Cody Moore, Bridget Carr, Chelsea Stickelman, Dustin Crutchfield, Hannah Rexroad
- b. Members Absent: Casey Moore, Jim Tatman, Cheyenne Singleton, Michele Lang
- c. Other Attendance: Robert Woods, Jenny Boggs, Adrian Duelle, Sheri Goff, Jason Yeager, Katie Morris

IV. Review of Minutes from Last Meeting

- a. Bridget motioned to approve the minutes from June's meeting, Sherry seconded. Minutes were approved.

V. Chair Comments

- a. Eric had no comments.

VI. Committee Reports

- a. Treasurer – no report
- b. Board of Governor's – Cody Moore
  - i. Cody was introduced as new BOG representative at the last meeting
  - ii. The overload pay was discussed
  - iii. There will be a BOG retreat at Stonewall Resort in August
  - iv. Cody appreciates all the help from Jason and Dustin
- c. ACCE – Michele Lang
  - i. Michele is attending the ACCE retreat and will have an update for next month's meeting
- d. Cabinet – Eric Marks
  - i. The Barnes & Noble store will be referred to as the Pioneer Campus Store
  - ii. The Cafeteria and Rusty Musket will be renovated
  - iii. The new Learning Management System (replacing BlackBoard) will be Brightspace
  - iv. Enrollment is on track
- e. Human Resources – no update
- f. College Leadership Council – Chelsea Stickelman
  - i. CLC will not meet until August
- g. Assessment Committee – Jason Gum
  - i. The Assessment Committee won't meet until fall

VII. Old Business

- a. Constitution Link Update
  - a. Eric will ask Josh to update the website with the new Constitution
- b. Presidential Evaluation
  - a. The evaluation survey had to be sent to staff twice, to get enough response to create a summary

- b. Cody compiled evaluation comments and will share with Board member Ann Green
- c. If anyone has additional comments, please send them to Cody by 4pm tomorrow
- d. Cody would like to re-vamp questions on the evaluation so we can get a better response next year

#### VIII. New Business

- a. Executive Committee Elections
  - i. Vice Chair: Cody nominated Bridget Carr, Ashley seconded. Bridget accepted the nomination.
  - ii. Secretary: Bridget nominated Ashley Nicholas, Cody seconded. Ashley accepted.
  - iii. Treasurer: Cody nominated Sherry Jenkins, Bridget seconded. Sherry accepted.
- b. Newsletter Revival
  - i. Cody brought up an old version of a newsletter and brought it to Staff Council to discuss an update
  - ii. Need to have further discussion about how often it needs to go out and what topics it should include
  - iii. Bridget recommended building a process to know who is responsible for writing content, who overlooks and approves, and asked if it would be Staff only
  - iv. Eric suggested sending it once a month, and to include faculty, and also to create a sub-committee
  - v. Dustin asked if it should be the responsibility of a certain office. Eric will ask the President's Cabinet their opinion. The discussion has been tabled until Eric presents this at Cabinet.
- c. Years of Service Recognition
  - i. Eric asked the Cabinet about doing a Years of Service Recognition. Dr. Manchin is open to the idea.
  - ii. This will include faculty and staff
  - iii. The President's Office and HR usually plan this event, but it has not occurred for 2021
  - iv. Bridget recommended having the event in December (Christmas luncheon)
  - v. Eric will continue discussion with President's Office. This discussion has been tabled until Eric speaks with President's Office.
- d. Staff T-Shirts
  - i. Dr. Pellett gave out Faculty/Staff t-shirts when he was on campus
  - ii. Bridget had the idea for staff to have their own staff tshirt, and to get input from staff for graphics ideas
  - iii. Bridget will work with Dustin to create designs, then talk with Foundations

- iv. Cody voted for Bridget to move forward with this idea, Sherry seconded. Motion approved.
- e. Staff Training Week (July 26-29)
  - i. Ashley has set up trainings throughout the week, and Bridget worked to set up breakfast and a staff appreciation cookout
  - ii. Please encourage staff to attend these events
- f. Other:
  - i. Eric said there is a discrepancy regarding some staff taking on extra duties with more pay, while others don't receive extra pay for the extra workload they have to do. The concern is that some offices may not be following procedures. Chelsea and Dr. Clements had been working on pay raises for staff receiving higher degrees related to their jobs. Eric will follow up on this.

IX. Adjourn

- a. Bridget motioned to adjourn the meeting, Cody seconded.
- b. Meeting adjourned at 9:52 am

Respectfully submitted,

Ashley Nicholas, Secretary

Date July 29, 2021