

Glenville State College

Staff Council Minutes

February 15, 2022

IN-PERSON/TEAMS

I. Call the Meeting to Order

- a. Chair, Eric Marks, called the meeting to order at 8:36 am

II. Attendance

- a. Members Present: Eric Marks, Michele Lang, Cody Moore, Bridget Carr, Hannah Rexroad, Dustin Crutchfield, Ashley Nicholas
- b. Members Absent: Chelsea Stickelman, Casey Smola, Cheyenne Singleton
- c. Other Attendance: Susan Petties, Heather Moyers, Tegan McEntire, Tim Underwood, Samantha Conrad, Jenny Boggs, Ann Reed, Oliva Norris, Kathy Gilbert, Trae Sprague, Lori Ratcliff, Wakasa Ellyson, Robert Woods

III. Review of Minutes from Last Meeting

- a. Bridget motioned to approve the October minutes, Cody seconded. Minutes were approved.

IV. Committee Reports

- a. Human Resources – Tegan McEntire
 - a. Kronos leave balances should be fixed
 - b. Salary employees – Tegan is working on entering time. Annual leave balances should be correct but Sick leave is not yet.
 - c. Michele asked about 2/22 and how that affects staff. If a staff employee goes, it is considered a work day.
- b. Treasurer
 - a. Ginny Grottendieck \$1780.41
 - b. No updated for Staff Council account

- c. BOG – Cody Moore
 - a. Cody provided Staff Council Representatives with a summary document, which is attached to these minutes, that provides an update of BOG activity
 - b. The Board meets tomorrow. Will discuss President’s compensation/review process, by-laws, Board member appointments
 - c. Dr. Manchin did not take the salary increase when it was approved last year

- d. ACCE – Michele Lang
 - a. ACCE is concerned that a bill for the 5% pay raise for state employees has not been introduced
 - b. Letter from WVU: raises for college employees isn’t the same as other state employees. A copy of this letter is attached to these minutes.
 - c. PEIA increases: ACCE was advocating for additional money to go towards coverage
 - i. In 2023/2024 premiums will raise 9%
 - ii. In 2024/2025 premiums will raise 16%
 - iii. In 2025/2026 and 2026/2027 premiums will raise 12%
 - d. WVUP was remote in fall until November, but went back to in-person classes due to students failing/dropping out
 - e. Funding model: was presented to ACCE. Would have to meet certain requirements as an institution
 - f. Pay scales: should be having a market review of salaries, hoping to know more soon
 - g. Hosting ACCE on our campus in November went well, and they were thankful for the hospitality

- e. Chair/Cabinet – Eric Marks
 - a. Cabinet will meet this morning, has not met recently
 - b. Starbucks construction is in process

- f. College Leadership Council – Chelsea Stickelman
 - a. CLC will meet February 2021

- g. Assessment Committee – Hannah Rexroad
 - a. Reviewing finalized reports to prep for next year

V. Old Business

a. Staff Tshirts

- a. Shirt supply is still low
- b. Bridget recommended coming back to this over summer and have shirts for the fall

b. Years of Service Recognition

- a. Dr. Manchin wants to find a time that faculty and staff can get together. There was no further discussion on this topic.

c. Replacement Representatives

- a. Need replacements in Tech/Paraprofessional and Maintenance/Service groups
- b. Also need to replace the Treasurer
- c. Cheyenne provided Eric with an updated EEO list, and he will work on elections soon

d. Letter to Governor

- a. Cody motioned for Michele to draft a letter to be reviewed by Staff Council Representatives and sent. Bridget seconded. Eric also asked Dustin to review the letter once written. Motion passed.

VI. New Business

a. Replacement Representatives

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b. Letter to Governor

- i. Cody motioned for Michele to draft a letter to be reviewed by Staff Council Representatives and sent. Bridget seconded. Eric also asked Dustin to review the letter once written. Motion passed.

c. Discussion of Board of Governor's action items

- i. 8% raise in tuition/fees/rooms over the next three years for in-state, out-of-state, online and year 2 & 3 Graduate students
 - 1. 2% raise 2022/2023

2. 4% raise 2023/2024
 3. 2% raise 2024/2025
- ii. Ann stated that Dr. Manchin is adamant about staying in lower range of tuition across the state. Due to inflation, raising is unavoidable
 - iii. Dustin also said that WVU and others have not raised tuition recently, so they should also be raising their tuition
 - iv. Michele asked if we could change the rate or if we could update, and asked about students. Ann stated that we were more than likely locked in to the rates, and that the committee received input from SGA.
 - v. Pell Grant money is also raising, which hasn't happened in years. The tuition raise for 2022/2023 would be minimal due to Pell raise.
 - vi. President's Compensation: currently at lower end of Presidential salaries across state. Cody voted no on this topic in July. Salary would be \$205,000. Dr. Manchin did not receive the raise approved last July. The concern is, can we get adequate raises for staff? If staff pay here is low compared to other institutions, why can't we put extra funds toward staff.
- d. Other
- i. Bridget brought up that a lot of staff don't realize we have development funds, and wants more information sent out to staff
 - ii. Afraid if we don't use funds that we will lose funding
 - iii. Compensation Committee: Eric will provide more updates when available. The committee has met
 - iv. Eric will bring up the gift cards to Cabinet

VII. Adjourn

- a. Bridget motioned to adjourn the meeting, Cody seconded.
- b. Meeting adjourned at 9:44 am

Respectfully submitted,

Ashley Nicholas, Secretary

Date February 23, 2022

GSC Board of Governors Combined Meetings Report

For: 10/20/21, 10/29/21, and 12/10/21

By: Cody M. Moore

GSC Staff Representative

On October 20th, 2021, Chairman Rust called the meeting to order in the MCCC Ballroom at Glenville State College in Gilmer County, West Virginia. A quorum was established and member Hackworth moved to go into executive session under the authority of the WV code to discuss material that would invade an individual's privacy. It was then moved by member Hackworth to rise from executive session and reconvene in open session. Chairman Rust then opened the floor for public comments and those started with Mr. Rick Sypolt and Dr. Rico Gazal presenting their concerns about rumors that the Land Resources Department was going to be moved out of its current location in the Waco Center. After their presentations, Dr. Manchin informed the guests that no decisions had been made regarding moving that department, but he strongly feels that the Department of Health Sciences should be housed in that building closer to the WVU Medical Clinic. Chairman Rust then moved onto a presentation by Dr. Dwight Heaster about the Department of Business and its current projects and future ideas that it would like to incorporate over the next few years. The Board then heard from Coach Brian Hill about his position as Chief Diversity Officer on campus and what services his office was going to provide to the students. Afterward, Mr. Tom Ratliff made a brief presentation about the Facilities Master Plan and noted that a lot of work has been completed and is ongoing with that document.

Next, David Hutchison, Vice President for College Advancement, mentioned that the Alumni are in the process of planning a few events and he will share that information with the Board once the events are finalized. Dr. Kevin Evans then gave an update from Faculty Senate. Dr. Evans reported that Senate had reviewed the faculty handbook, and had provided recommended changes. They also were discussing faculty development and had conducted elections for faculty appointments to college committees. Lastly, they were working on an evaluation regarding the performance of the provost position.

Then, Mr. Eric Marks presented an update from Staff Council. The update included that a couple of the Staff Council Representatives had recently resigned and they are working to replace those representatives. Also, that all campus staff had been busy preparing for Homecoming Events. Lastly, Nic McVaney, President of the Student Government Association, presented an update that SGA was currently planning a Casino Night, Homecoming Banners were displayed in front of the RFK Library, and that the Chili Cook-off and Parade were the next upcoming events in the week. He said SGA plans to appoint class sponsors and would be appointing a Food Service Committee to obtain students opinions on the food service that they are receiving. Mr. Nic McVaney also mentioned that 82% of students surveyed responded that they wanted to return to online classes after Thanksgiving Break once that option had been placed on the table.

Chairman Rust then received a motion and second to approve the consent agenda and it was passed on a voice vote of all the current members of the B.O.G. Chairman Rust then went into the Board of Governors Committee Reports and each chair presented some items from their committee meetings. No action was taken in any of the committee meetings. Chairman Rust turned the floor over to Dr. Manchin for his President's Report after all the committee reports had finished. Dr. Manchin mentioned that the GSC/Marshall Nursing Consortium Agreement has been finalized for approval by the Board. He requested that all board members review it and be prepared to take action on it by next Friday. Dr. Morris then noted that once Marshall receives the signed agreement they will purchase the equipment for the program. Chairman Rust then moved onto the only action item of the agenda which was the audit report for FY 2021. A vote was taken and this item was approved by the B.O.G. on 10/20/2021 by a voice vote. Chairman Rust asked for any other announcements and none were made. A motion to adjourn was made and passed and the meeting stood adjourned.

On October 29th, 2021, Chairman Rust called the meeting to order via Zoom at 2:00pm. A quorum was established and Ms. Teresa Sterns announced that the minutes had been amended to add Tom Ratliff's name under the Faculty and Staff Present section. Member Hackworth moved to approve the minutes of October 20th as amended. Steve Gandee seconded the motion and it carried unanimously. The Board then held a discussion about the GSC/Marshall Nursing Program Agreement and after there was no further discussion, Member Kathy Butler moved to approve the agreement. Ann Green seconded the motion and it carried unanimously. The Board then moved on to discuss GSC's change from college to university status. A discussion was held about the survey results that were received from alumni, faculty, staff, and students. After the chair asked for any further comments, member Joe Parsons moved to approve the college's application for a change in status. Kevin Evans seconded and the motion carried unanimously.

Lastly, the board discussed the Surplus Property Auction and member Ann Green inquired if the auction involved any real estate. President Manchin responded to Mrs. Green that no real estate was involved. Member Joe Parsons moved to approve for the college to hold the auction. Cody Moore seconded the motion and the motion carried unanimously. Chairman Rust then asked for any other announcements and none were made. A motion to adjourn was made, passed, and the meeting stood adjourned.

On December 10th, 2021, Vice Chairman Gandee called the meeting to order in the MCCC Ballroom at Glenville State College in Gilmer County, West Virginia. A quorum was established and Vice Chairman Gandee announced that there was no public comment and that Dr. Jason Barr was unable to attend the meeting and will be making a special presentation at the February Meeting on the Department of Fine Arts. Next, Dr. Brian Perkins reported that Faculty Senate is updating the Annual Faculty Evaluation for the next academic year and that they have reviewed the faculty handbook during the fall semester. Dr. Perkins noted that the Academic Assessment Committee updated its by-laws. Faculty Senate will be reviewing Board of Governors Policy 20 – Faculty Development. He mentioned that Maureen Gildein is the new Vice President for Faculty Senate and that the Academic Policy Committee updated the catalog along with the Academic Appeals Committee updating its by-laws. Then, Mr. Cody Moore presented the Staff

Council Update which consisted of him mentioning that The Council has not met since October 2021. The Council Treasurer and two EEOC Representative Positions needed to be filled as those representatives have resigned their positions, and that campus has been beautifully decorated for Christmas by the Physical Plant staff. Once Mr. Moore had finished Mr. Nic McVaney, President of the Student Government Association, reported that SGA volunteered to assist with decorating the City of Glenville for Christmas. SGA was also currently working on its Constitution and Plans to post its meeting minutes on the college website in compliance with HLC. He also mentioned that SGA was developing a process to review and provide feedback on quality and customer service of the campus food service, and the officers will have a retreat during the break. They also had moved to a new office in the MCCC.

Vice-Chairman Gandee then received a motion and second to approve the consent agenda and it was passed on a voice vote of all the current members of the B.O.G. Vice-Chairman Gandee then went into the Board of Governors Committee Reports and each chair presented some items from their committee meetings. No action was taken in any of the committee meetings. Vice-Chairman Gandee then turned the floor over to Dr. Manchin for his President's Report which included that he had spoken at various student events over the last two weeks, that the WV HEPC has approved GSC to offer Master's Degree Programs, and the college's change to university status. He mentioned that he was pleased with the leadership of the college foundation and that he anticipates the new nursing program will attract more students to GSC, and that Aramark will be undergoing renovations in the near future. Vice-Chairman Gandee then moved onto the action items of the agenda which included the Delegation of Powers and Board Policy 25B. A discussion was held on both those action items and they were both moved and seconded by members of the B.O.G. and the motions carried unanimously. Vice-Chairman Gandee then asked for announcements and it was stated that The Board received a "Thank you" letter from one of the students that received the Board Scholarship. The Board was then informed that President and Mrs. Manchin were hosting a Christmas Reception for the Board and others at the President's Home this evening at 5:00 pm. It was also noted that Commencement will be held tomorrow at 10:00 am in the Waco Center. Robing would begin at 9:30 am and lunch would follow the ceremony. The next Executive Committee meeting is scheduled for February 2, 2022, via Zoom at 11:00 am and the next full Board meeting will be held on February 16, 2022. A motion to adjourn was made and passed and the meeting stood adjourned.

The Honorable...

The West Virginia University Staff Council is excited to hear more about Governor Justice's proposed 5% pay increase for all West Virginia state employees, in addition to an "inflation vaccine".

The difference that this initiative would make in the lives of our constituents cannot be understated. Thank you in advance for thinking of all state employees when drafting this measure.

Those working in Higher Education represent roughly 10% of all state employees from every county in the state. As one of 22 public education institutions within WV, we as classified employees support and care for the students that represent the future of our state.

Historically, the employees of West Virginia's higher education institutions are not fully funded by the general revenue of the legislative budget. When the legislature passes legislation granting a salary increase for all of state workers, higher education workers rarely see the total increase you have voted to be given. Higher education institutions have been expected to find the remaining funding themselves. In normal times this is a reasonable expectation for institutions, but we are living in extraordinary times. Therefore, we respectfully request that any unappropriated funds left in the budget be considered to fully fund the 5% increase to all employees in our higher education institutions.

Once again, we are thrilled Governor Justice is planning to honor all state employees. The great state of West Virginia is fortunate to have a Governor and legislators who recognize the hard work of its citizens. Thank you for your time and work in building a better future for all of us.

Respectfully,

Michael Torries
Chairperson, Classified Staff Council
West Virginia University