

Glenville State College

Staff Council Minutes

June 21, 2022

IN-PERSON/TEAMS

I. Call the Meeting to Order

- a. Chair, Eric Marks, called the meeting to order at 8:35 am

II. Attendance

- a. Members Present: Michele Lang, Eric Marks, Cody Moore, Dustin Crutchfield, Bridget Carr, Cheyenne Singleton, Chelsea Stickelman, Ashley Nicholas
- b. Members Absent: Hannah Rexroad, Casey Smola
- c. Other Attendance: Heather Moyers, Jenny Boggs, Rachel Clutter, Samantha Conrad, Tegan McEntire, Erin Fultineer, Jeremy Carter, Sheri Goff, Rachel Adams, Tim Underwood, Adrian Duellley, Robin Meadows, Susan Petties, Seth Stover

III. Review of Minutes from Last Meeting

- a. Bridget motioned to approve the April minutes, Cody seconded. Motion passed.

IV. Committee Reports

a. Human Resources – Tegan McEntire

- a. The HR Office is working on increment pay, which will be paid out in July. If you have worked at GSU for 3 years or longer, you will receive increment pay
- b. Pay raise letters will go out after the increment pay
  - i. If you make less than \$60,000, you will receive a \$1,500 raise
  - ii. If you make more than \$60,000, you will receive a 2.5% raise
  - iii. Raises will take effect mid-August
- c. Student Workers – students who have graduated and are not in classes anymore cannot be student workers. Students must also have at least a 2.0 GPA and be in good academic standing to be a student worker

b. Treasurer

- a. Ginny Grottendieck account: \$2000.41
- b. Eric is working with Jenny to find the balance of the Staff Council account
- c. Sheri asked if an email could be sent to Staff with information about the Ginny Grottendieck scholarship

c. BOG – Cody Moore

a. May 4<sup>th</sup> Meeting:

- i. Pickens Hall is to be renovated for Pre-Nursing students
- ii. Athletics is working to see if Pre-Nursing students can be GSU athletes since they are in Marshall's program
- iii. The Criminal Justice Department is working on a Master's program
- iv. The Presidential Compensation & Review process was approved
- v. BOG bylaws were approved
- vi. Program Reviews were also presented and approved

b. June 15<sup>th</sup> Meeting:

- i. The BOG retreat will be on GSU's campus August 10-12, and members will attend the Faculty/Staff cookout
- ii. The Board funded a BOG scholarship
- iii. The Presidential Compensation & Review process comments from HEPC were reviewed, and process was approved
- iv. FY23 revised budget was approved
- v. BOG Chair Election: Steve Gandee was nominated, but due to his term expiring in June, the faculty representative did not vote in favor of the election. The Nominating Committee reviewed and has recommended Mike Rust remain Chair, and Ann Green be Vice-Chair. The Board will meet again in June to formally elect Mike Rust & Ann Green

d. ACCE – Michele Lang

a. May Meeting:

- i. There will be no more State Colleges in WV once Bluefield State is approved to be a University
- ii. Discussed July retreat

b. June Meeting:

- i. Still working on Market Study, which has a new due date of December 31, 2022 instead of June 30, 2022
- ii. Looking into SAVI software that would help employees analyze student loan debt
- iii. Future PEIA increases – will begin FY24 and will continue for 3-5 years

e. Chair/Cabinet – Eric Marks

- a. Admissions is working on recruiting graduate students, and will be updating their software to a new program
- b. Academic Affairs is working on the HLC Accreditation Visit, and looking into the number of hours required for each degree
- c. Cheyenne voiced concerns over Staff having to pay for parking permits

- f. University Leadership Council – Eric Marks
    - a. ULC has been reviewing updated bylaws and the SGA Constitution
    - b. Approved 3 years of academic calendars
    - c. Reviewed request for a Faculty Librarian
    - d. Approved the Shared Governance Chart
  - g. Co-Curricular Assessment Committee – Hannah Rexroad
    - a. Working on reviewing reports
  - h. Facilities/Threat Assessment Committee
    - a. Facilities is working on Faculty Housing updates, Clark Hall renovation, new shuttles, Pickens Hall renovations, Starbucks, Dining Hall renovations
- V. Old Business
- a. Staff Tshirts
    - a. Bridget is looking into finding a sponsor for the shirts, and asked those in attendance if they would mind having a sponsor on the shirt
  - b. Replacement Representatives nominations and elections
    - a. Open positions on Staff Council:
      - i. One Representative for Service/Maintenance
      - ii. One Representative for Clerical & Secretarial due to Hannah Rexroad's departure
      - iii. One Representative for Technical & Paraprofessional
      - iv. Treasurer
      - v. Member on SAP Financial Aid Committee due to Robert Woods' departure
  - c. Updating Staff Handbook to reflect change to University
    - a. HR has already updated the Handbook to reflect University and will publish the new version
    - b. Eric recommended creating a sub-committee to look at updating policies and other information. Jeremy Carter, Chelsea Stickelman and Tegan McEntire volunteered to serve on the sub-committee. An employee from Public Relations will also be identified for the sub-committee. Bridget motioned to approve the sub-committee, Cody seconded. Motion passed

d. Shared Governance Chart

- a. In a follow-up to a previous meeting, Eric clarified that the committees on the Shared Governance Chart that reported to SGA are new SGA committees and not Faculty/Staff-related committees

e. Staff Development Notification Email

- a. Ashley sent an email out to all Staff outlining the process for Staff Development

f. Staff Accomplishments for an update to the BOG

- a. The BOG wants to know what Staff are doing
- b. Send any accomplishments to Cody or Jamie Pennington

VI. New Business

a. Rising Star Award

- i. There is an attached draft outline of the award
- ii. This will be discussed at the July meeting

b. Staff Council New Employee Handout

- i. There is an attached draft version of the handout
- ii. This will be discussed at the July meeting

c. BOG Member Term Expirations/Chair Appointment

- i. Cody asked if Staff had any input on this issue that came up in the June BOG meeting
- ii. BOG members still sit on the Board until the Governor approves a replacement
- iii. Some Staff stated that they didn't agree with someone being appointed Chair if their term is expiring, and would like the concern voiced to the BOG

d. Staff Trainings/Events

- i. Last year's training week wasn't well attended
- ii. Some training mirror Faculty Prep Week, but Staff are too busy to attend
- iii. This topic will be brought up in a later meeting for further discussion

e. Other

i. SAP Committee Member

1. Due to Robert Woods' departure, a Staff member needs to be replaced on the committee
2. Rachel Adams volunteered to serve on the committee

ii. Staff Complaints

1. Cheyenne stated that a lot of Staff voice concerns to her, but not officially. Going forward, complaints must be filed formally with Tegan

VII. Adjourn

- a. Bridget motioned to adjourn the meeting, Michele seconded
- b. Meeting adjourned at 10:19 a.m.

Respectfully submitted,

Ashley Nicholas, Secretary

Date June 22, 2022