

Glenville State University

Staff Council Minutes

March 21, 2023

IN-PERSON/TEAMS

- I. Call the Meeting to Order
 - a. Chair, Eric Marks, called the meeting to order at 8:43 am
- II. Attendance
 - a. Members Present: Ashley Nicholas, Chelsea Stickelman, Bridget Carr, Eric Marks, Dustin Crutchfield, Chris Carver, Cody Moore
 - b. Members Absent: Casey Smola, Brittany Benson, Michele Lang
 - c. Other Attendance: Kendra Pullen, Carrie McKeown, Megan Crumm, Tegan McEntire, Jeremy Carter, Ann Reed, Heather Moyers
- III. Review of Minutes from Last Meeting
 - a. There was a correction to the February minutes: the minutes reviewed at the February meeting were from September instead of August
 - b. Bridget motioned to approve the minutes including the correction, Chelsea seconded. Motion passed.
- IV. Committee Reports
 - a. Human Resources – Tegan McEntire
 - a. Tegan presented a draft holiday schedule for 23/24 for review
 - b. This Friday's paycheck may be different due to reduction in state income tax. Let Tegan or Jenny know if you have questions
 - b. Treasurer
 - a. Ginny Grottendieck: \$2,300.41
 - b. No update on Staff Council account
 - c. BOG – Cody Moore
 - a. The next BOG meeting will be April 12th

- d. ACCE – Michele Lang
 - a. No update at this time
 - e. Chair/Cabinet – Eric Marks
 - a. Working to finalize plan so that Pre-Nursing students can be athletes
 - b. There is an RFP out for Nursing build-out/equipment
 - c. Bids are out for the Clark Hall roof project
 - d. Business & Finance updated Cabinet that student worker payouts are over budget
 - i. Chelsea asked if we could receive budgets for student workers, and if we could also receive expenditure reports to see how much has been paid out of the account for each office/area. Eric will ask for these at the next Cabinet meeting
 - e. Business & Finance is working on a way to get parking ticket information into Banner so that students can see if they owe for tickets
 - f. HLC has approved the MBA program. Should have final approval in April
 - g. The College of Health Sciences Taskforce is currently working to develop curriculums for new programs, market these programs, and build a plan for finances/resources
 - f. Facilities/Threat Assessment Committee
 - a. This committee is working on faculty housing issues
 - b. Looking at additional cameras, lighting, and new door lock system for dorms
 - g. Co-Curricular Assessment Committee
 - a. Working with Kathy Gilbert to build assessment plan for her areas
 - b. Assessments are due in June
 - h. University Leadership Council (ULC)
 - a. Reviewing bylaws, looking at making bylaws uniform in wording and structure
- V. Old Business
- a. Staff Employee of the Year Award and Rising Star Award: Nomination information has been sent out
 - b. Staff Accomplishments for an Update to the BOG: send accomplishment information to Jamie Pennington

- c. Staff Handbook Amendment:
 - i. Eric received a suggestion for a change to the process for written warnings
 - ii. Dustin motioned to approve the changes, Cody seconded. Motion passed

VI. New Business

a. Staff Development Requests

- i. Jeremy Carter applied for \$699.57 for a Master's course. Chelsea motioned to approve the request, Bridget seconded. Motion passed
- ii. Charles Yakubow applied for funds to cover the cost of accommodations for a conference. As it is currently stated, Staff Council cannot approve funds to cover travel accommodations, and could not approve this application
- iii. Chelsea asked if Dr. Manchin removed this restriction since it was put in place under Dr. Nelson. Eric will inquire at the next Cabinet meeting
- iv. Eric recommended tabling Charles' application until the conversation with Dr. Manchin
- v. A requisition may not be needed to process these reimbursements in the future, but Council wants to continue requiring it

b. Elections for New Upcoming Representatives

- i. Chelsea recommended having representatives run elections for EEO groups they are not a part of
- ii. Chelsea, Bridget, Eric and Cody volunteered to run elections
- iii. Eric will create a Microsoft Form for each election and send to those running elections
- iv. Bridget motioned to approve this process for replacing representatives, Chris seconded. Motion passed

c. Update on Staff Advanced Degree Compensation

- i. Council needed to appoint a staff member to be on approval committee
- ii. Chelsea nominated Bridget, and Bridget accepted
- iii. Cody motioned to approve the appointment, Chelsea seconded. Bridget abstained. Motion passed

d. Other

- i. Student Life Committee update: Chelsea updated the Council that this committee has been meeting regularly and Conner is working on the Student Handbook and holding committees accountable

ii. Upcoming Events:

1. Blood Drive sponsored by Hidden Promise: 4/18
2. Career Fair: 4/14
3. Military Appreciation Ball: 4/15

VII. Adjourn

- a. Chelsea motioned to adjourn the meeting, Cody seconded
- b. Meeting adjourned at 9:29 a.m.

Respectfully submitted,

Ashley Nicholas, Secretary

Date March 21, 2023