

Glenville State University  
Staff Council Minutes  
March 18, 2025  
IN-PERSON/TEAMS

I. Call the Meeting to Order

- i. Chair, Eric Marks, called the meeting to order at 8:42 am

II. Attendance

- i. Members Present: Eric Marks, Robin Meadows, Jason Phares, Jim Chapman, Leslie Mason
- ii. Members Absent: Jenny Boggs, Casey Smola, Cody Moore, Chris Carver, Adrian Duelley, Ashley Nicholas
- iii. Other Attendance: Lori Ratcliff, Leslie Ward, Wendy Broome, Kendra Pullen, Carrie McKeown, Micki Wootton, Roberta Radcliff-Carney, Lora Stump, Tiffany Campbell, Samantha Conrad, Heather Moyers, Joshua Brennan, Marcus Spinks, Lisa Eagle, Megan Evans, Jessica James, Jeremy Carter, Emily Turner, Sadie Murphy, Megan Crumm, Sheri Goff, Rachel Adams, Max-Anderson-Lake, Ann Reed, Tegan McEntire

III. Review of Minutes from the Last Meeting

- i. Leslie Mason motioned to approve the minutes and Jim Chapman seconded. All were in favor, none were opposed, none abstained. Motion passed.

IV. Reports

- i. Human Resources – Tegan McEntire
  - a. No report.
- ii. Treasurer – Jason Phares
  - a. Professional Development still has a balance of \$20,000 while \$4701.64 has been paid out of payroll for professional development.
  - b. ACCE has a budget of \$2000 and \$750.16 has been spent.
- iii. Board of Governors – Leslie Mason
  - a. *See attachment i.*
- iv. ACCE – Jenny Boggs
  - a. *See attachment ii.*
- v. Chair/Cabinet – Eric Marks

- a. Eric reported that cabinet met the day before the Board of Governors and that Leslie reported everything in her BOG report.

#### V. Committee Reports

- i. Facilities and Threat Assessment – Eric Marks  
Eric reported that phase 1 of the Morris Fitness Center was to start this week. The demo of LBH has been signed off on by the attorney general. The Science Hall, LBH, and the Library will be getting a new roof. Tommy also announced in the meeting that if a person or department needs to move to please contact him first.
- ii. Co-Curricular Assessment – Jeremy Carter  
Jeremy reported that they are reviewing the assessments from last year. A new assessment has been released for the next academic year and it aligns with the mission of the institution.
- iii. ULC – Eric Marks  
Eric reported that the committee looked at the diploma policy, grade change policy, academic forgiveness policy and RBA.

#### VI. Old Business

- i. Constitution committee has been meeting weekly. They are going through the entire Constitution reviewing and modifying it to change the rotation of an entire council replacement every odd year.
- ii. Jenny has collected information from other institutions regarding a work from home policy.

#### VII. New Business

- i. Elections will be held in April as stated in the constitution.
- ii. Jeremy Carter submitted a professional development application for reimbursement of \$750.70. Leslie Mason motioned that the committee approve the reimbursement, and Robin Meadows seconded. All were in favor, none were opposed, none abstained. Motion passed.
- iii. Brian Williams submitted a request for lodging and food for a Coaching Clinic, the total will be around \$150. Robin Meadows motioned that the committee approves the request, and Cody Moore seconded. All were in favor, none were opposed, none abstained. Motion passed.

#### VIII. Adjourn

- i. Robin Meadows motion to adjourn the meeting at 9:30 am, Jason Phares seconded.

Respectfully submitted,  
Robin Meadows, Secretary

Date: March 18th 2025

## **Board of Governors Report**

**Leslie Mason**

*Attachment I*

### 2024 Audit Process Update-Clifton Larson Allen, LLP (Auditor)

- 3 parties involved-board, management & Independent auditor
- Risk based audit approach
- Understand key controls-grant revenue, tuition revenue, salary & benefits, etc
- GSU Foundation is also included
- Noted a material weakness-OASIS system-GSU finance had to manually enter financial activity-GSU is required to use this system
- Management has made reasonable basis for estimates
- No corrected statements
- Smooth process-appreciate Tim & Drew

### Alumni Updates-Dustin Crutchfield

- Winter Homecoming
- Oral History Book-Dustin provided a sample page from this book-published April 2025
- Selected Award Recipients for Spring 2025 award banquet

### Faculty Senate-Greg Lieving

- Reviewed & Updated many from Academic Policy Committee

### Staff-Eric Marks

- Replacing representatives
- Staff trainings
- Ways to retain staff
- Hosted February ASA meeting

### Student Government-Larissa Howe

- Mardi Gras event-March 4-everyone invited
- Upcoming campus & Community clean up event-working with Mayor Sarver

### Board Governance & Human Resources Committee-Alex Lay

### Capital Improvement & Deferred Maintenance Update-Tom Ratliff

- Clark Hall-new roof/cupola replacement/light on top of building will happen in the next few weeks
- Pioneer Way-upper wall will be set soon and sidewalk in place-completed by end of March 2025
- Administration Building-full remodel this summer-completed by August 5, 2025-the first thing to do here is to seal the brick on the outside.

- Door Lock Replacement System-access to their dorm room and classrooms only. When students graduate, they will lose access.
- Morris Family Health & Fitness Complex-BOG was in consensus to proceed with Phase I-remove & complete bleachers, lights, field & end zone building Fall 2025-cost is \$10.3 million & \$20 million funding for the total project comes from state level & only \$5 million from Morris family for athletic part only (Phase I)
- Pickens Hall new HVAC during Fall 2025
- We appreciated faculty & staff helping to move furniture to new offices
- Social Sciences offices are ready to move in as soon as furniture arrives.
- 800,000 square feet of faculties and 30 acres with 10 folks in maintenance-need additional people
- Crisis Response Manual-completed-key folks will have copy & password protected digital copy

#### Dave Hutchison

- Thank you to all for coming to GSU day-nice attendance and great support
- Founders Day-celebration of GSU-The Foundation Team worked so hard
- We had 800 new donors this year

#### Enrollment & Student Life

- 52 students went to Charleston last week
- 35 faculty reporting attendance-higher than ever
- Over 400 students did not receive a D or F-this number is 100 students down
- Student trends are the same as 17 years ago
- Graduate-49 applications to date
- Hosting Gilmer county for SAT boot camp on March 4
- GPA jump from last year to this year was significant
- It takes entire campus to recruit, retain and graduate Pioneers!

#### Academic Affairs-Kathy Butler

- Strategic planning process-target date with all March 7, 2025
- Calendar changes-possible-all faculty and staff and students will be surveyed
- Re-organization-no changes at this time
- September 28/29, 2026 -HLC Accreditation team for site visit
- GSU has graduated more students from prison than any other

#### Business & Finance-Tim Henline

- A summit meeting will focus on efficiency
- Time found something that saves us \$100,000 a year
- 2025-2026-Year of growth
- New phone system-more efficiency & update
- We are looking at our own vehicle fuel at GSU to save money

- Dr. Manchin & Tim are working on the 2025-2026 budget & will look at putting a raise into the budget
- We are hiring positions that will increase our growth (students)
- We know everyone cares here at GSU
- We are working on Salary compression issues-Mark Sarver presented this document to Tim
- We are fixing issues that we have had for years-some take 2-3 years to fix
- PEIA-the governor put in 14% of the 16% in his budget
- The governor did not put raises in his budget
- How are Executive Orders impacting us?  
Deferred Maintenance funds-we have not received \$1.2 million yet  
We are not sure how other Federal Executive Orders will impact us  
We do not have any DEI grants in the hopper  
We do have a department of education grant we do not know about yet

#### Athletics-Bob Marshall

- Wrestling team-nationally ranked
- 16-10 womens basketball
- 15-11 mens basketball
- Baseball is 4-3
- Track ranked 7<sup>th</sup> & 8<sup>th</sup> (men's/women's)
- Jesse provided Academic summary
- 70 athletes at 4.0
- 98% retention of athletes

#### Dr. Manchin

- Academics is important -that is why we are here
- So proud of athletics
- So pleased what Tim is doing financially
- We have all kinds of things going on
- Good publicity on our master's program & health sciences (pre-med)
- We are moving the university forward
- Acknowledgement of Buddy Griffin
- MEC tournament March 5-9
- Percussion Assemble-April 29-Fine Arts Center
- May 10-Commencement

**ACCE Meeting**  
**Jenny Boggs**  
*Attachment II*

ACCE met on Friday, March 14<sup>th</sup> at Bridge Valley CTC.

We have received no updates from HEPC in the last six months. Due to the current Legislative Session, Matt Turn was not available to meet with us today.

Dr. Casey Sacks, President of Bridge Valley CTC, welcomed us and spoke of enrollment and their premier programs.

When asked if there are any bills introduced that might have an effect on Bridge Valley, Dr. Sacks commented on her testimony to the Legislators regarding HB2697 which would prohibit colleges from charging for transcripts. She said Bridge Valley does charge for a transcript, but they do not hold the transcript if the student doesn't pay. They didn't want holding the transcript to be a barrier for the student to transfer or obtain employment that would lead to the funds needed to pay the fee. She said they still send student accounts to collections if they don't pay the bills, but testified that the transcripts weren't held up.

Casey also commented on the fraudulent admission applications, and said they had a cyber attack three years ago and had to work with the FBI to resolve it. At this point, they completely block all international traffic and try to focus on a four-county region within WV. They also require everyone on their system to complete the two-part verification process to access information.

Finally, when asked if she was concerned about the federal changes with the Department of Education, she said there are no indications that federal aid would go away, but they may move some aspects to the Treasury Dept.

Next, we met with Chris Grady, the Bridge Valley SGA President, who talked about some of the events SGA organized on campus including serving popcorn and lemonade distributions, and a car smash event for stress relief.

Chris discussed his testimony to the state Legislators regarding the student's concerns for HB 3279. One legislator asked him if the students were fine with the language of the bill, he replied absolutely not. The legislator made the comment that you wouldn't want the employees running the business, but Chris said the students needed to have a voice and proper representation. He pointed out the three positions they targeted were elected positions, not those appointed by the governor.

He also talked about HB2737, the Higher Ed Health and Aid Grant to help get personal care products and Food which started as the hunger free campus act, but was not passed, and is now re-introduced. This would give a certain amount of money (up to 20k) to help each institution create a food pantry. If the institution already had one, the money could pay for supplies to keep it going. The money was supposed to come from HEPC grants, but now HEPC is planning to solicit for donations.

Finally, ACCE asked for an update on the state-wide student survey for concerns and suggestions, but he said they didn't get enough response to complete the study.

On Thursday, March 13<sup>th</sup>, GSU's Advisory Council of Faculty representative Kandas Queen and I were able to meet with Dr. Manchin regarding HB 3279 and our concerns for the language that removed faculty, staff and student voting rights. Dr. Manchin immediately made some phone calls, and found out the bill was being amended to remove that specific language. Currently, the bill also increases the number of governor-appointed members and reduces the serving terms for faculty and staff from eight years to four years.

We are still not in favor of reducing the term limits, where the faculty and staff are the actual people who work at the institutions and will have the most insight. We wonder why the decrease is necessary?

ACCE plans to ask what happened to the HB 2727 which was similar to HB3279 that was introduced two weeks ago with 10 sponsors, but moved instead on this bill with only two sponsors.

In addition to the HB 3279, ACCE is watching the following bills:

HB 2697 prohibits colleges from charging for transcripts.- this was not taken up - not approved at this time.

HB2737 -establishes an aid grant - this came from the hunger free campus act. HEPC will seek funds/donations to fund the grant

HB2879 - creates a math and science teacher scholarship program for \$2,000 to encourage more teachers in this area - must have a masters and agree to teach at least 3 years in wv.

HB2527 - creating fin aid/reimbursement program for corrections officers to cover tuition costs.

HB2610 - tuition and fee exemption for disabled veterans, their spouses, and dependents - but must maintain a 2.50 gpa. These are tuition exemptions that would require the institution to provide a waiver for fees and tuition and includes graduate programs. – One concern ACCE discussed is the large sum of money the institutions would be missing out on since it is including fees and they are requiring waivers instead of providing the funds to support the program.

HB2958 – relates to trespassing on higher ed property – When asked how one can determine if it's truly trespassing or not. they tried to refer to code, but it was very convoluted. We're not sure how this will move forward. If a person were convicted of trespassing, they would be able to bar you from the property.

HB3192 is to repeal obsolete, conflicting or inoperative provisions of code pertaining to higher ed. One provision is to get rid of the Compensation Planning and Review Committee and place restrictions on the Job Evaluations Committee. ACCE plans to talk to Matt Turner regarding the huge list of code provisions.

Additionally, we discussed the increase of fraudulent admission applications at institutions. Northern CTC reported an increase from around a dozen fraudulent applications to now receiving thousands. It is taking many people and many hours to sort the true applications from the fake ones. When auditing students enrolled in online classes, they found that 8 online accounts for one class had the same ip address. These scammers are filling out applications and applying for financial aid, enrolling in an online class to get the money, then disappear.

Southern CTC says they are using a software called Element 451 to help with the application process. They are also requiring a state issued photo id to be attached or uploaded with every application and if the id is missing they do not process the application. They have been working daily with the DMV to have them verify the id's are legitimate before entering the application and assigning a student id number.

They've also found that people are making fake Zillow accounts to go with their fake mailing addresses, so if you try to look up the address, it will appear there is a house there and Zillow does not confirm the accounts.

One suggestion offered was to require students to create an "id-me" account, but they are afraid the extra process may deter many true potential students.

Related to old business: WVU, WVSOM and WV State shared work-from-home, or hybrid work schedule policies and forms with me. I've shared those with staff council for review.

Our next meeting will be in South Charleston on Friday April 11<sup>th</sup>.