

Glenville State College

Staff Council Minutes

February 23, 2023

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: Bridget Carr, Dustin Crutchfield, Eric Marks, Cody Moore, Ashley Nicholas, Casey Smola, Chelsea Stickelman, Brittany Benson, Chris Carver
- b. Members Absent: Michele Lang, Cheyenne Singleton
- c. Other Attendance: Charles Yakubow, Jeremy Carter, Lori Ratcliff, Rachel Clutter, Carrie McKeown, Seth Stover, Sheri Goff, Heather Moyers, Kendra Pullen, Tisha Underwood, Tegan McEntire, Tom Ratliff, Tim Underwood,

III. Review of Minutes from Last Meeting

- a. Bridget motioned to approve the August minutes as presented, Cody seconded. Motion passed.

IV. Committee Reports

- a. Human Resources – Tegan McEntire
  - a. HR wanted to clarify information about the Monday power outage and work. Tegan stated anyone not working would have to take an annual leave day. If you were able to work from home, you did not have to take annual leave. Chelsea asked if there was anything in policy regarding a State of Emergency.
  - b. Bridget had a few issues brought to her from some staff regarding the HR office move. There was concern about privacy and confidentiality. Tegan assured the group these would be met, and if someone feels uncomfortable meeting in the office, she will meet them wherever.
  - c. Bridget asked for an updated list of employees and their group so we may keep the reps informed. This has already been sent to Eric.
  - d. Bridget had a question if the Monday work day time off issue during the power outage was an HEPC rule, and Tegan stated it was.
  - e. Chelsea asked about the ½ day we get that was given at Christmas. It was reassigned for Memorial Day. Eric asked if it was to be taken in the AM or PM. Tegan suggested AM as campus will remain open.

b. Treasurer

- a. No update at this time on our general fund. The Ginny Grottendieck fund balance is \$2,270.40

c. BOG – Cody Moore

- a. There has been a change in the BOG meeting setup. Committee meetings will be conducted by Zoom one week before the regular meeting. Reports will go to the Executive committee and any action items will be placed on the agenda.
- b. Nursing program update – 12 students were chosen for the joint program with Marshall
- c. Grant update – all grants are in compliance and additional grants are being pursued.
- d. Sandy Pettit, President of the GSU Foundation gave a presentation on the Day of Giving and encouraged everyone to give.
- e. All action items were approved by the board.
- f. All committees gave reports to the board regarding their respective areas.
- g. February 28<sup>th</sup> will be GSU at the Capital. Everyone is encouraged to attend.

d. ACCE – Michele Lang

- a. No update at this time

e. Chair/Cabinet – Eric Marks

- a. Work continues on the Graduate programs and finalizing the MBA program.
- b. The HLC report was discussed and all was positive.
- c. Founders Day of Giving and GSU Day at the Capital was discussed
- d. The budget is a work in progress and will be presented at the April meeting for approval.
- e. Expansion of the College of Health Sciences was discussed.
- f. Academic Affairs has revised the course schedules and students may now schedule classes for multiple semesters.

f. University Leadership Council – Eric Marks

- a. Eric reported they are busy reviewing and approving several University committee bylaws. Some have been sent back with suggestions for revision.

g. Co-Curricular Assessment Committee

- a. Chelsea stated there is discussion about who should be assessed and whether assessments should be every year or every other year. There was also discussion on focus groups and when/how to use them.

#### h. Facilities/Threat Assessment Committee

- a. Discussion has been held regarding the safety of students. Additional lighting and cameras will be installed around campus. They are looking for a replacement for all the door lock servers for the residence halls that will be compatible with existing equipment. Additional updates to boilers and also faculty housing is ongoing.

### V. Old Business

#### a. Replacement Representatives – Announcement/Introduction

- a. Chris Carver has been added as the Clerical/Secretarial rep and Brittany Benson was added as the Paraprofessional/Technical rep. There was no service/maintenance rep nomination.

#### b. Rising Star Award

- a. Keep this in mind and nominations will be taken along with the Staff of the year award

#### c. Staff Accomplishments

- a. Submit any accomplishments to Jamie Pennington in the President's office

#### d. Halloween door decorating/Costume contest

- a. This was hosted and prizes were awarded

#### e. Academic Calendar feedback

- a. No feedback was received

### VI. New Business

#### a. Staff Development Requests

- i. A request in the amount of \$225 was submitted on behalf of Sheri Goff. All paperwork is in order. Bridget made a motion to approve the request. Cody second, motion passed.
- ii. A request in the amount of \$1,000 was submitted on behalf of Leslie Stover. All paperwork is in order. Bridget made a motion to approve the request. Dustin second, motion passed.

#### b. Staff Handbook updates/final review and approval

- i. All updated from college to university have been completed. There are still some policy updates to be made. This will be tabled to allow for the updated version to be sent out for comment.
- c. Elections for the new upcoming representatives - appointments
  - i. Discussion was held on how elections will be run since all reps will be up for election. This item will be revisited at the next meeting.
- d. Staff Employee of the Year Award - appointments
  - i. There will be a committee formed of past winners. Dustin will handle this.
- e. Holiday reassignment
  - i. This was discussed in the HR report

VII. Adjourn

- a. Bridget motioned to adjourn the meeting, Brittany seconded
- b. Meeting adjourned at 9:45 a.m.

Respectfully submitted,

Bridget Carr, Vice Chair

Date March 17, 2023