

**Glenville State University**

**Staff Council Minutes**

**March 19, 2023**

**IN-PERSON/TEAMS**

**I. Call the Meeting to Order**

- a. Chair, Eric Marks, called the meeting to order at 8:39 am

**II. Attendance**

a. Members Present: Ashley Nicholas, Chris Carver, Adrian Duelley, Chelsea Stickelman, Eric Marks, Casey Smola, Jenny Boggs, Leslie Mason, Cody Moore

b. Other Attendance: Peggy Runyon, Sadie Murphy, Rachel Adams, Carrie McKeown, Dustin Crutchfield, Megan Crumm, Tegan McEntire, Jeremy Carter, Samantha Conrad, Lora Stump, Brittany Benson, Kendra Pullen, Sheri Goff, Mary Jones, Brian Williams, Stephany Amos, Lori Radcliff, Sheri Goff, Ann Reed, Jessica James, Amanda Lamb, Robert Rogers, Wendy Broome, Joseph Lutsy, Susan Petties, Jason Phares, Robin Meadows

**III. Review of Minutes from Last Meeting**

- a. December minutes are being located.

**IV. Committee Reports**

**a. Human Resources – Tegan McEntire**

a. Everyone should have gotten your W2's or be able to get them from within your MyApps. If you need help come see Carrie or Tegan.

b. Everyone should be approving their time cards. The workday is 7.5 hours not 8, please make sure it shows correctly in your time card. If it is not showing correctly, ask your timekeeper to correct it.

**b. Treasurer**

- a. \$2690.41 in the Jenny Grottendieck scholarship

**c. BOG – Leslie Mason**

a. Special Board meeting held on March 12, 2024 to approve the 1.732 million dollar resolution for the build out of the unfinished space and Waco.

b. Next BoG meeting was scheduled for June 12, 2024, but has been rescheduled for June 18, 2024.

**d. ACCE – Jenny Boggs**

a. On March 8, 2024, they met and talked about a market study. WVU may not participate in the study. WVU will skew the data. Increase overtime threshold. Mountaineer flex will send someone to campus. PEIA is going up 10.5%. The fund is expected to have a deficit of 6,000,000. Cannabis sale could fund this if made legal. They want to meet with staff council so they can better serve the schools. The next meeting is April 19th. Leslie asked for a copy of Jenny's notes.

e. Chair/Cabinet – Eric Marks

a. We will pay for the Waco build out for the nursing program project. We need growth we need more students people and facilities. HEPC approved the undergrad programs gear up was here last Saturday. Admissions has been recruiting Notre Dame Athletics. SGA elections are to start soon. Orientation to be restructured over the summer. Foodland is to start doing the pantry. They are going to change the meal plan to take care of students during breaks. There will be a new logo for the veteran services, now known as Department of Military Family and Support. Residence life is now working on a punch down list for summer. Quentin Murphy is leaving and Lora Freeland starts on Friday to take his place. Business and finance is heading to the end of the year everyone needs to stay in budget and reduce their purchases. The print shop is moving to a new location. Amphitheater core drilling completed. Vandal proof buttons added to the library. We are working through the deferred maintenance projects. West Liberty hit with a \$14 million dollar Clery Act violation and it will take \$2 million to bring them up to compliance. Naomi Sanders has started she is located in the basement of AB. The cupola will be getting a facelift. Clark hall is almost finished. The wrestling team had five students go to Nationals; they went two years in a row. Tim Underwood relocated to the first floor of the Mollohan Center.

f. Facilities/Threat Assessment Committee

a. This committee is mainly working on the deferred maintenance plan/projects

g. Co-Curricular Assessment Committee

a. This committee is currently reviewing assessments submitted.

h. University Leadership Council (ULC)

a. Looked at the Co-curricular Bylaws and approved the Attendance Policy.

V. Old Business

a. Staff Professional Development Discussion – Application

a. The committee had met and was working on the application updates.

b. At-Large Representative Nomination Update

a. Not completed had to be redone.

VI. New Business

a. Professional Development Application Committee

a. Chelsea reported on the committee for the professional development application. Chelsea proposed that they make a subcommittee to review the applications. There was much discussion about the proposal and how it would be handled. Leslie proposed that this topic be brought up at the next meeting after they do some homework. - Leslie motion Cody seconded to table the topic all in favor motion passed.

b. Jeremy Carter suggested the professional development split into two separate items one for travel one for education. Eric motion that they table the topic for the subcommittee of the professional development committee, they look at the bylaws, and splitting it into the two section. Motion was made, all were in favor, and none were opposed, or abstained.

b. Replacement Representatives

a Eric stated Staff Council still have vacancies. There has been no interest. There is a need for a nomination from the Secretarial and two nominations from Service and Maintenance. Eric asked if anyone would like to volunteer to run the elections. Chelsea volunteered to run the elections for the two groups missing representatives.

c. Staff Development Applications

a. An application for Jeremy Carter for \$662. Chelsea motioned to approve second by Adrian all were in favor no were opposed or abstained.

b. An application for Robin Meadows for \$1,000. Chelsea moved to approve, Cody seconded, all were in favor, and none opposed, or abstained.

c. Leslie asked if we knew the fund information. Eric asked if anyone else had an application. Ashley asked if someone needed to submit an application now, how it would be handled. Jeremy asked why the school was not paying for Ashley's travel. Chelsea stated that Kathy Nelson did not intend for Staff Council to pay for conferences that are not directly related to their job. Leslie mentioned that for upcoming conferences, maybe the department can pay for the travel and then it be reimbursed by staff council.

d. Advanced Degree Committee

a. In regards to the advanced degree compensation Eric reported that he appointed Bridget on the committee, however, the committee never met.

e. Staff Council Webpage updates

a. Staff council's web page needs updated

f. Staff of the Year and Rising Star Award

a. The Nomination Process needs started

b. Jenny Boggs volunteered to begin this process. She was working with Dustin Crutchfield

g. Electric Car Charging Issues

a. Cody reported that people are plugging their cars in and getting free electric. The maintenance staff requested to install a car charging station for a faculty member. Group discussion. Leslie would be happy to ask Tim Henline about this issue and report back.

h. Constitution Updates

a. Eric reported that the Constitution needs updated because it still says College and other items need updated as well. He would like all the reps to look over the Constitution and come prepared to talk about it in April. Ultimately, he would like to have a subcommittee look at the Constitution.

i. Pay Scale Study

a. The faculty did their own pay scale study and staff should do their own. HPC is working on a study to look at the pay scale. Faculty and administration salaries based from the 2023 CUPA study. Staff's pay based from a 2018 study.

VII. Adjourn

a. Chelsea motioned to adjourn the meeting, Adrian seconded

b. Meeting adjourned at 10:11 a.m.