

Glenville State University

Staff Council Minutes

August 22, 2023

IN-PERSON/TEAMS

- I. Call the Meeting to Order
 - a. Chair, Eric Marks, called the meeting to order at 8:38 am
- II. Attendance
 - a. Members Present: Ashley Nicholas, Chris Carver, Adrian Duelley, Chelsea Stickelman, Eric Marks, Casey Smola, Jenny Boggs, Leslie Mason
 - b. Members Absent: Cody Moore
 - c. Other Attendance: Erin Fultineer, Peggy Runyon, Sadie Murphy, Rachel Adams, Carrie McKeown, Dustin Crutchfield, Megan Crumm, Tegan McEntire, Jeremy Carter, Dylan Frye, Samantha Conrad, Lora Stump, Brittany Benson, Kendra Pullen, Sheri Goff, Mary Jones, Brian Williams
- III. Review of Minutes from Last Meeting
 - a. A copy of the May minutes will be provided at the next meeting
- IV. Committee Reports
 - a. Human Resources – Tegan McEntire
 - a. Paystubs for this pay period look different, but they will go back to normal for the next pay period. Jenny sent out an email explaining the information on this pay stub
 - b. Timekeepers need to let Carrie know what student workers you have or will be hiring. Students cannot work until you receive an email from Carrie stating that the student has been entered in the system
 - b. Treasurer
 - a. No update
 - c. BOG – Leslie Mason
 - a. At the last meeting Jason Barr gave an update on Fine Arts events, and Dwight Heaster provided an update on the MBA program

- b. Actionable items were delayed until the October meeting
- c. There will be BOG Committee meetings on 10/4
- d. Homecoming is 10/14

d. ACCE – Jenny Boggs

- a. The survey of Shared Governance has been put on hold for now. Each institution will have to do survey
- b. Market study: employees are leaving jobs because of low wages. A lot of employees are being paid at the 2017 rates. This is up to each institution to determine. There is no timeline to change the salary schedule
- c. Campus carry: working with agency to determine each campus' plan. The law will go into effect 7/1/24
- d. Most institutions are experiencing lower enrollment issues
- e. Mentalhealthfirstaid.org can provide trainings for institutions
- f. If you have any concerns for ACCE, let Jenny know

e. Chair/Cabinet – Eric Marks

- a. No update

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 that have been submitted

h. University Leadership Council (ULC)

- a. No update

V. Old Business

- a. Staff Employee of the Year Award and Rising Star Award
 - a. These were presented at the faculty/staff appreciation luncheon in May
- b. Staff Accomplishments for an Update to the BOG: send accomplishment information to Jamie Pennington
- c. Staff Handbook Final Review/Approval:
 - i. This should be updated on the website soon

VI. New Business

a. Elections for Officers

- i. Vice-Chair: Casey nominated Cody Moore. Motion passed
- ii. Secretary: no nominations were presented
- iii. Treasurer: no nominations were presented
- iv. Chelsea asked if the council should find members-at-large to fill open representative positions. Chelsea motioned, Jenny seconded. Motion passed
 1. Eric will email all staff not currently serving as representatives to see who might be interested. Leslie will send out for votes

b. Dates for Staff Council Meetings

- i. Council will meet the 3rd Tuesday of every month. Eric will send out calendar invites

c. Advanced Degree Committee

- i. No update. Eric will check with Dr. Clements
- ii. Chelsea asked if staff get discounts for taking Masters programs and if they can receive raises after doing so?

d. Staff Professional Development Discussion - Application

- i. A question was raised about whether employees taking classes here could also apply for development funds to cover additional costs of the course, and also about the maximum amount awarded and if it could be raised due to the rising cost of tuition
- ii. Leslee Stover submitted an application for funds to cover tuition. Chelsea motioned to approve the award of \$1000, Jenny seconded. Motion passed
- iii. Eric recommended forming a subcommittee to review the development budget and application process. Chelsea, Chris, Erin and Leslie volunteered to be on this subcommittee. Chelsea will chair the subcommittee

e. Outstanding Staff Award

- i. The Administration presented these once, but it was not revisited
- ii. Staff have been asking if this will continue. The Cabinet has said yes, but nothing has happened yet

f. Training week/Orientation overlapping for staff

- i. Staff can't attend everything during prep week
- ii. Should the required trainings for staff be moved to the week before?

g. Committee Memberships

- i. Eric isn't sure what committees need membership, but will work on this

VII. Adjourn

- a. Chelsea motioned to adjourn the meeting, Jenny seconded
b. Meeting adjourned at 10:09 a.m.

Respectfully submitted,

Ashley Nicholas

Date August 22, 2023