

Glenville State University
Staff Council Minutes
July 15th, 2025
TEAMS & In-Person

I. Call the Meeting to Order

- a. Chair, Eric Marks, called the meeting to order at 8:30am.

II. Attendance

- a. **Members Present:** Eric Marks, Robin Meadows, Grace Wellings, Cody Moore, Leslie Ward, Adrian Duelley, Pam Brown, & Carrie McKeown
- b. **Members Absent:** Leslie Mason, Rachel Clutter, Jim Chapman, & Ken Ciszek
- c. **Other Attendance:** Lori Ratcliff, Mary Jones, Peggy Runyon, Emily Turner, Gabrielle Hedges, Tegan McEntire, Lora Freeland, Joshua Brennan, Max Anderson-Lake, Stephany Amos, Rachel Adams, Kathy Gilbert, Lisa Eagle, Jeremy Carter, Jason Phares, & Wendy Broome

III. Review Previous Meeting's Minutes

- a. Leslie Ward motioned to approve the minutes with the recommended grammatical and spelling changes, Adrian Duelley seconded. All were in favor, none were opposed, none abstained. Motion passed.

IV. Reports

a. Human Resources – Tegan McEntire

- i. This Friday (07/18/2025) employees that have worked here at least 3 years will receive increment pay (each year you get an extra \$60).
- ii. The following Friday (07/25/2025) will be the first paycheck with the \$1,500 raise in it, but it will only be for 9 days instead of the normal 10. The following paycheck (08/08/2025) will be the first to have the full 10 days on it with the raise.
- iii. Employees receiving the raise should have got a letter in the mail, but some have bounced back due address changes. Be sure to update your address at both the Registrar & Human Resources. Any questions, feel free to contact Tegan.

b. Treasurer – Cody Moore

- i. Cody will have an update by the August meeting.

c. Board of Governors – Leslie Mason

- i. Leslie is absent, but there was a B.O.G. Meeting on 06/25/2025 (reported by Eric Marks). Eric will be getting an update from her and get a report sent out as soon as possible.

d. ACCE – Leslie Ward

- i. Leslie will have an update by the August meeting.
- ii. Annual Retreat on 07/21/2025 – 07/22/2025
- iii. On Monday (07/21/2025) there is an Open Session available through Teams at 2:00pm for all of Staff Council members that wish to participate. Leslie has a link to the meeting for any members wishing to attend.

e. Chair/Cabinet – Eric Marks

- i. There was a Cabinet Meeting on 06/24/2025.
- ii. Dr. Manchin reported that they are still working through some issues with the Nursing Program and looking for schools to partner with.
- iii. Everything is moving forward with attempting to get a Masters in Psychology established.
- iv. Advancement Office is moving forward with their End of Year processes.
- v. Business & Finance is working through 3 audits alongside the End of Year processes as we are moving from the “Year of Savings” into the “Year of Growth.”
- vi. Athletics has been recruiting to fill their rosters.

V. Committee Reports

a. Facilities & Threat Assessment – Eric Marks

- i. No update. There’s not been a meeting held since before the previous Staff Council Meeting.

b. Co-Curricular Assessment

- i. No update. There’s not been a meeting held since before the previous Staff Council Meeting.

c. ULC – Eric Marks

- i. No update. There’s not been a meeting held since before the previous Staff Council Meeting.

VI. Old Business

a. Action Item – Hybrid/Flex Work Information

- i. Information was distributed previous meeting for review.
- ii. Robin Meadows motioned to move it forward to present it up the chain, Cody Moore seconded. All were in favor, none were opposed, Leslie Ward abstained. Motion passed.

b. Salary Taskforce

- i. Previous Update – volunteers have come forward to be a part of this taskforce.
- ii. Volunteer Committee Members – Dustin Crutchfield, Jeremey Carter, Lora Freeland, Jason Phares, Rachel Adams, & Tegan McEntire
- iii. Leader of Taskforce Committee – Jeremy Carter
- iv. Committee should be establishing meeting time and begin reporting back to the rest of Staff Council soon.

VII. New Business

a. Election of Officers

- i. Cody Moore nominated Robin Meadows as Vice Chair.
 1. Robin accepted and went uncontested.
- ii. Robin Meadows nominated Grace Wellings as Secretary.
 1. Grace accepted and went uncontested.
- iii. Robin Meadows nominated Cody Moore as Treasurer.
 1. Cody accepted and went uncontested.

b. Meeting Date/Time for Staff Council for 25-26 Year

- i. Previous Meeting Time – 3rd Tuesday of every month at 8:30am.
- ii. Decided to set time/date for every year instead of every two years.
- iii. Time/date wasn't set due to scheduling conflicts with other meetings. Eric & Robin decided to gather a few times/dates that were free and send out a survey (at a later date) to Staff Council members to vote on which time/date worked best for the majority.

c. Staff Training Day

- i. No training during the summer.

- ii. Last training was held Fall 2024.
- iii. Staff Training for the new travel process possibly?
 - 1. Probably going to be done in Welcome Back Meeting instead

d. Staff Development Application

- i. Robin Meadows submitted a Staff Development Application for reimbursement of \$464. Pam Brown motioned that the committee approve the reimbursement, and Cody Moore seconded. All were in favor, none were opposed, none abstained. Motion passed.

VIII. Other Comments

a. Pam Brown

- i. She had questions about the EEOC groups alignment
 - 1. Why do some groups have so many people compared to others?
 - 2. Why do all the groups have the same amount of representatives despite being such different sizes?

IX. Adjourn

- a. Robin Meadows motioned to adjourn at 9:10am, Leslie Ward seconded. All were in favor, none were opposed, none abstained. Motion passed.

**Respectfully submitted,
Grace Wellings, Secretary**

Date: July 16th, 2025