

Glenville State University
Staff Council Minutes
August 14th, 2025
TEAMS & In-Person

I. Call the Meeting to Order

- a. Chair, Eric Marks, called the meeting to order at 10:00am.

II. Attendance

- a. **Members Present:** Eric Marks, Robin Meadows, Grace Wellings, Leslie Ward, Adrian Duelley, Pam Brown, Rachel Clutter, Leslie Mason, & Carrie McKeown
- b. **Members Absent:** Cody Moore, Jim Chapman, & Ken Ciszek
- c. **Other Attendance:** Bri Hetrick, Jenny Boggs, Lora Stump, Sheri Goff, Tegan McEntire, Rachel Adams, Emily Turner, Jamie Post, Wakasa Ellyson, & Stephanie Amos

III. Review Previous Meeting's Minutes

- a. Robin Meadows motioned to approve the minutes, Adrian Duelley seconded. All were in favor, none were opposed, none abstained. Motion passed.

IV. Reports

a. Human Resources – Tegan McEntire

- i. OneLogin transition is in progress
 - 1. Timecard, ESS, My Apps, etc...is now located in OneLogin
 - 2. My Apps portal will no longer work after the middle of August
 - 3. Student workers also need to transition to OneLogin
- ii. Student Workers are returning
 - 1. Let Carrie McKeown know about students hired or leaving
 - 2. Tell new student workers what paperwork they'll need for HR
 - 3. Please be patient, students are being inputted as quickly as possible

b. Treasurer – Cody Moore

- i. Cody Moore was absent, but Eric Marks plans to reach out for a report to disperse to the rest of Staff Council soon.

c. Board of Governors – Leslie Mason

- i. No new updates yet.
- ii. Please see attached report from June B.O.G. Meeting. (**Appendix A**)

d. ACCE – Leslie Ward

- i. Attended ACCE Retreat.
- ii. Please see attached report. (**Appendix B**)

e. Chair/Cabinet – Eric Marks

- i. Updates are the same as reported in Welcome Back meeting.

V. Committee Reports

a. Facilities & Threat Assessment – Eric Marks

- i. Updates are the same as reported in Welcome Back meeting.

b. Co-Curricular Assessment

- i. No new updates.
- ii. 1st Meeting being held August 27th.

c. ULC – Eric Marks

- i. No new updates.
- ii. 1st Meeting should be in the first week of September.

VI. Old Business

a. Meeting Day & Time for Staff Council (voting results)

- i. Staff Council will be held monthly on the 2nd Thursday at 10:00am.

b. Hybrid/Flex Work Committee (update)

- i. Since last meeting, the Hybrid/ Flex policy has been moved up the chain by Eric Marks.
- ii. Other policies have to be reviewed that have a similar verbiage as the Hybrid/Flex (i.e. Inclement Weather Policy)
- iii. Procedure v. Policy for Hybrid/Flex (Compliance issues, requiring Board voting and approval, etc...)
- iv. Eric will receive updates from Teresa Sterns (B.O.G. Sec.) as to what, where, when, why, how to continue with the Hybrid/Flex “policy” to move it forward

c. Salary Taskforce (update)

- i. Jeremy Carter did not attend, but Rachel Adams gave an update

1. They have met twice since last Staff Council meeting
2. Developed a survey to be reviewed by Staff Council before being dispersed to all campus Staff

d. ULC Replacement

- i. Pam Brown volunteered as ULC Replacement.

e. Staff Training

- i. Open-ended invite to bring up any training ideas in future meetings.

VII. New Business

a. Letter to Governor

- i. Brought up during the Facilities Meeting
- ii. Tim Henline reported we were not receiving our funding from the state that was promised (no funding for 6 months so far)
- iii. So, to appeal to the governor, it's been proposed that Faculty Senate and Staff Council could try to write letters describing the hardships that have arisen due to lack of promised funding
- iv. Leslie Ward offered to take this idea to ACCE to see if any other Staff Councils or Faculty Senates would like to participate in writing a letter to the governor

b. Halloween Activities

- i. To see if there's any interest in organizing any Halloween Activities on campus
- ii. Halloween Subcommittee formed and headed by Rachel Clutter
 1. Eric Marks, Robin Meadows, Adrian Duelley, Bri Hetrick, & Carrie McKeown joined it

c. Staff Development Application

- i. Conference fee reimbursement for Leslie Mason
 1. Attended a conference on the National Council of University Research Administrators on grants and federal policies
- ii. Would like to have the enrollment cost reimbursed to the amount of \$1,000
 1. All paperwork has been properly signed and filed

iii. Leslie Mason has requested to table this approval until next meeting

VIII. Adjourn

a. Meeting adjourned at 10:54am.

**Respectfully submitted,
Grace Wellings, Secretary**

Date: September 3rd, 2025

APPENDIX A



**BOARD OF
GOVERNORS June 25,
2025**

**Waco Center, Rooms
227/228**

10:00 AM

AGENDA

- 1. Call to Order**
- 2. Establishment of a quorum**
- 3. Public Comment Period**

Dr. Mark Sarver, in an individual capacity, not representing any particular group or body, spoke to the Board and expressed his concerns about the upcoming enrollment cliff, the missed opportunities for marketing, asked the Board why they do not ask for Financial Reports at each meeting, asked if the Board knew what was in the FY26 budget, and how the FY25 budget ended. Then as Mayor, he discussed that City Council is discussing a contingency plan for economic sustainability if the institution closes.

Off-Agenda Discussion Item: Update on Nursing program-Dr. Manchin & Kevin Evans

The Nursing Board at WVU (Tara Halsey, Dean) and Sarah Tucker, WV-HEPC Chancellor, are receptive to the proposed new direction for our nursing program. Dr. Evans is investigating working with a consultant to help create the changes; he has received recommendations for two individuals and will follow-up accordingly. The accreditation process for a new program will take 9-12 months. Currently, we have new Health Sciences major with eight concentrations, we have 19 students at GSU in Nursing, three students who indicated they wanted to follow the Physician's Assistant track.

Duane Chapman provided some insights on marketing and reiterated a need for a strategic enrollment/marketing plan.

The BOG will spend some time at the upcoming retreat (tentatively around October, dates could change) on recruitment and retention.

- 4. Constituent Comments**
 - A. Alumni Council - *Dustin Crutchfield, Director of Alumni Relations*
August 13, 2025-Lamberts Winery night upcoming

B. Faculty Senate – *Schuyler Chapman, President*
Wage compression meetings continue in July

C. Staff Council - *Eric Marks, Chair*
Finalized the staff constitution
Working on ways to improve morale

D. Student Government Association – *Jahzeiah Wade, President*
Met with state leaders in SGA across the state

5. **Consent Agenda (Action Item)**

- A. Minutes of the May 7, 2025 Meeting (approved)
- B. Cash Flow Projection Statement
- C. Accounts Receivable Report

6. Committee Reports

- A. Executive Committee - *Ann Green, Chair*
- B. Board Governance and Human Resources Committee – *Alex Lay, Chair*

Tom Ratliff provided facility updates - Making progress on projects:

- Clark Hall-lights on roof are installed will look like one beam of light
- Football Field-turf down, looks great, is softer to help with concussions
- Pioneer Amphitheater-starting to see progress
- Administration building work will begin in two weeks
- Housing shortage-looks like faculty moving out are making more housing opportunities available
- Tom says he does not believe there is a housing crisis-he thinks there is plenty of inventory
- They are struggling to find painters and are still short maintenance workers
- As deferred maintenance funds become available those projects will pick up pace

C. Enrollment and Student Life Committee – *Skip Hackworth, Chair*

- We are up 33 students today
- We are giving the students VIP treatment
- Families are enjoying the 1872 Lounge
- Enrollments have been tough, but we are trending in the right direction
- We are closer to our goals than we were yesterday-we are aggressive
- Pending US Senate legislation-we could be on the hook if students default on loans-we have to be more selective about students we admit

D. Academic Affairs Committee – *Kathy Butler, Chair*

- We are interviewing/hiring for Science & Math faculty & FCI Gilmer & Education instructor

E. Business and Finance Committee – *Doug Morris, Chair*

- We have three audits going on right now
- Tim found we were being over charged by \$24,000 for worker's comp
- We finally received our first deferred maintenance check
- Moving forward our goal is \$3.8 million revenue increase
- 2025-2026 is the year of growth
- PEIA is increasing so we are looking at offering an alternative for GSU & employees

F. Athletics Committee – *Bob Marshall, Chair*

- Team GPA's are highest
- We had several team championships
- Coach Hines will be replaced by Jarrod West
- We just hired another Athletic Trainer but lost one
- We had 337 athletic events last year!
- Men's basketball book is ready for publication

7. President's Report

- Vibrant university moving forward
- We face real challenges and we care about this university and these students

8. Discussion/Actionable Items

A. **Projects Update (*Possible Action Item*)** Not needed

B. **Final Draft Policy: GSU Academic Policy 32 – Online Courses (*Action Item*)** – *Mari Clements*
APPROVED

C. **FY26 Chair and Vice Chair Nomination Recommendations (*Action Item*)** – *Kathy Butler*
Recommended keeping Ann Green as Chair and Alex Lay as Vice Chair-APPROVED

D. **FY26 Board of Governors' Meeting Schedule (*Action Item*)** – *Ann Green* APPROVED

E. **Board of Governors Scholarship (*Action Item*)** – *David Hutchison* APPROVED

F. **Board of Governors Retreat Schedule (*Discussion Item*)** – *Ann Green 10/22/25*

9. Announcements

10. Adjournment

APPENDIX B

ACCE Retreat July 21-22, 2025 Blackwater Falls State Park

- Candace Lane from HEPC spoke about campus mental health
 - WVHEPC website has page re: grants
 - WV is lacking in doctors/dentists/mental health care
 - Better Mynd: 24x7 online counseling service
 - Individual counseling
 - Wellness workshops
 - Electronic Health record grant
 - GSU was a recipient
 - For digitizing and standardizing counseling center records (better access to data)
 - Jamie's Law – WV statute to expand suicide preventing training middle school – college
 - Provide all incoming students with depression / suicide prevention
 - Post information on website
 - Put information on student ID cards
 - Annual discussions
- Classification and Compensation
 - HEPC working w/PEIA
 - 2nd Tier retirement to take effect July 2026 for people who started after 2015
 - Now: 60 years old w/5 years of service
 - Will be: 62 years old 2/10 years of service
 - Health coverage can be cheaper in outside marketplace
- Retirement Plan (TIAA)
 - \$4.5B
 - 30,000 accounts
 - Cap Trust; fiduciary consultant that helps w/monitoring, investing, etc.
- Alternative incentives
 - Flextime
 - Job Share
 - Work from Home
 - Tax implications if you live in another state
 - Workman's comp & OSHA if you have accident at home
 - How to ensure working full time but not too much
 - Concerns that exempt will be expected to work nights/weekends
 - Gov't says we can't spend money on DEI, Affirmative Action. No prejudicial treatment for/against any group.
- Title Codes & Job Descriptions Cleanup – Taryn Wooford (HEPC)
 - Cleanup of Title Codes & Job Descriptions
 - Match people w/accurate codes; reduce use of broad codes; eliminate codes with few employees

- Trying to make uniform across institutions as much as possible; have contract w/MarketPay to help with this
- Currently ~800 titles; half have employees
- “Z-code” – temporary place holder from Oasis; no research behind it
- Non z-code; market priced, researched
 - ex: “Director” should have certain number of employees reporting to them
- 2017 legislation says HEPC should update salary schedule every year; every 5 years should be validated by external source; no updates have been received.
 - Salary schedule last revised April 2021 (HEPC said it was temporary schedule)
- HEPC needs cooperation and uniformity from institutions
 - Willingness to make adjustments to title codes
 - Communicate w/HEPC and don’t move employees prematurely
 - OASIS under Finance at some institutions, HR at others
 - Institutions lack manpower to research themselves
- ACCE asked for
 - Regular updates (quarterly)
 - Asked when we will be done w/cleanup and move to maintenance? Might have answer to this in 3-4 months; currently unclear
 - Need to train institution personnel to use MarketPay to see how jobs are priced
 - Until we eliminate Z-codes and get uniformity in codes, MarketPay is useless; once cleanup is done we will get training in MarketPay
 - Much frustration in ACCE over this
- Legislation
 - Series 55, Series 40
 - House Bill 3279
 - “the bill clarifies that elected faculty, student, and classified or non-classified employees will serve as nonvoting advisory members”
 - Should put in BoG bylaws that Fac/Staff/Student rep has right to:
 - Attend executive sessions
 - Serve on BoG committees
 - We need to read and familiarize ourselves with HB 3279; ensure we follow
 - Other legislation: retiring folks used to be able to use outstanding sick leave to pay for insurance. This was promised when they were hired; being phased out.
 - State law says classified staff have to be represented by staff council; at GSU we are all non-classified. Staff council not protected by law.
 - Representation on Staff Council: divide by sectors/job duties. Also rep for each satellite campus (if any). Example of sectors: janitorial, secretarial, technical, maintenance...
 - ACCE rep, by state law, should attend BoG meetings & report back to staff council; many institutions have BoG rep who does this but ACCE rep should still attend.
 - State code doesn’t define whether BoG rep should be voting member of staff council; BoG rep is to listen to the staff council and take the vote of the council to the board.
- Role of Staff Council
 - Sharing Ideas
 - Life Skills – how to change oil in lawn mower

- Flextime – what it is, how it works in private sector, public sector, (at GSU?)
 - Mediation
 - Try to educate. Rather than investigating why Joe's pet project didn't get funded, invite CFO to discuss budgeting process to entire staff.
- **Staff Council Presentations to BoG**
 - Effective presentation is more than slide show of picnics
 - Yearly chance to address BoG with items that affect staff
 - Be honest about concerns (so issues can be resolved)
 - Sprinkle in positive things (avoid alienation)
 - Before including in presentation ask yourself:
 - Can the president handle this?
 - Does legislation already cover this?
 - Does the BoG need to hear this?
 - Educate Board members
 - We recruit, house, register, provide financial aid to students
 - How many have degrees Assoc/Bach/Mast <- shows we value education
 - If we have a scholarship fund(s) <- shows we value students
 - Talk about fund raising efforts
 - Talk about funds awarded
 - State Code 18B-7 requires training/staff development beyond normal (on the job) training. "Continuing education and professional development." Money needs to be allocated by BoG for staff development. Be sure to thank the Board and let them know how funds are being spent.
 - Talk about volunteer work done by staff
 - Ask BoG to budget for raises and not wait on governor
 - Talk about voting issues (HB 3279)
 - Report on giving rate of staff during Day of Giving
 - Share data on staff population (gender, age,...)
 - Show how staff plays role in educating students (adjunct faculty, administrative roles)
- **Flex Time** – Michael Casey from WV State; how they do flex time
 - Have to apply to supervisor -> forwards to HR -> answer w/in one week
 - Helps offset demotivation, low morale due to low pay w/o raises
 - Encourages recruitment and retention of quality employees
 - Allow employees to change flex schedule; ex: one schedule when kids are in school, another after they graduate
 - Might close departments or entire school on Fridays in the summer (Southern closes on Fridays year round)
- Elections, demonstrations of websites (ACCE, WV Legislature, HEPC, State Auditor)
 - Leslie can give demonstrations at future staff council meetings if there is interest
- Joe Jenkins HEPC General Counsel
 - **Open Meeting Law**
 - For transparency in gov't
 - Any meeting where voting takes place must be open to public (live audience, Zoom link). Public observes, doesn't participate.

- Educational/Social/Training meetings don't need to be open
- Meetings where business is conducted must be open; must also have quorum
 - Can't discuss business w/o quorum; no hallway chat, no side talk at parties
- Must provide meeting notes
- Must have specific agenda (cannot say 'old business' – must state explicitly)
- Must publish notice five days prior to meeting (agenda can come later)
- No voting can take place in executive session
- Hierarchy of Statute -> Rule -> Policy in HEPC
 - Statute is final say; overrules all else
 - Rule is same power as statute as long as it doesn't conflict w/statute
 - Procedural rule – how commission will act; like bylaws
 - Emergency rule – temporary until full rule is implemented
 - Policies affect departments, institutions, boards
 - ex: policy on vacation time, hiring policy
- Job Compensation Committee
 - General Counsel for HEPC said it was being disbanded
 - HEPC HR rep (day prior) did not mention it when talking about series 55
- Elections: chair, vice chair, secretary
- Committees: Benefits, Legislation, *Web and Communications, Bylaws (suspended), *Student Advocacy, Special Events & Retreat