Glenville State University
Staff Council Minutes
September 11th, 2025
TEAMS ONLY

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, Carrie McKeown, Adrian Duelley, Rachel Clutter, Pam Brown, & Leslie Mason
- **b. Members Absent:** Cody Moore, Jim Chapman, Ken Ciszek, & Leslie Ward
- **c. Other Attendance:** Bri Hetrick, Sadie Murphy, Max Anderson-Lake, Robert Woods, Stephany Amos, Emily Turner, Heather Moyers, Jeremy Carter, Ann Reed, Tegan McEntire, Tisha Underwood, Peggy Runyon, Lisa Eagle, Jenny Boggs, Wendy Broome, & Kendra Pullen

III. Review Previous Meeting's Minutes

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

IV. Reports

- **a. Human Resources – Tegan McEntire**
  - i. Final reminder to migrate to OneLogin
    1. This is for all employees (including student workers)
- **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. Thomas Ratliff gave Rita's report
    1. Campus projects are progressing
    2. Coordinating the buses for Home-Away-from-Home Games
    3. Phase 2 for Morris Family Health & Fitness Complex went to bid
       - a. Proposals decided & work starting in 2nd week of October
  - ii. Dustin Crutchfield gave Alumni report
    1. Discussed upcoming alumni events

2. Home-Away-from-Home games are being well utilized

iii. Eric Marks gave Staff Council report

1. Gave update on everything Staff Council has been up to

iv. Committee Reports

1. David Hutchison gave Foundations report
    a. On track to award $1,000,000 in scholarships
    b. Awarded 336 scholarships to students
    c. Balance of Foundations Portfolio: $25,000,000
        i. $24,000,000 just for students
2. Duane Chapman gave Enrollment report
    a. Everything is right on track
    b. Heavy focus on retention
    c. Learned that loss of Financial Aid is #1 reason for students not retaining (from Trae Sprague report)
3. Mari Clements gave Academic Affairs report
    a. Working with faculty on Course Overloads & Rotations
    b. Third Summer Term is being discussed
    c. A lot of Banner updates
        i. Looking into Catalog software that will update course changes as they happen into Banner
4. Jesse Skiles gave Athletics report
    a. Distributed Athletics schedule
    b. Ranked #3 in Commissioners Cup for 24-25 Year
    c. November 21st (tentative date) for Kids Day at Waco

d. ACCE – Leslie Ward

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

e. Chair/Cabinet – Eric Marks

i. The Cabinet Meeting led up to preparing for the B.O.G. Meeting

ii. All information is the same as Leslie Mason's B.O.G. Meeting Report

V. **Committee Reports**

a. **Facilities & Threat Assessment – Eric Marks**

   i. Has not had a meeting since our previous Staff Council Meeting
   ii. Tentative opening date for amphitheater: October 16th

b. **Co-Curricular Assessment**

   i. Reviewing last year's reports
   ii. Reviewed Residence Life & Student Activities is next
   iii. Adrian Duelley will not be able to report for this anymore due to a job change.

c. **ULC – Eric Marks**

   i. No new updates. No meeting was held due to there not being an agenda for the month.

VI. **Old Business**

a. **Meeting Location**

   i. Having issues finding a big enough place to host Staff Council meetings
   ii. Robin Meadows asked for suggestions for a place from all attending the meeting
      1. Suggested places: PSC classroom, Hyperflex classroom, RFK 2nd Floor Conference Room, AB213 Conference Room, …
   iii. Possibly put together an email or survey to get opinions on which place is thought to be best to hold future meetings

b. **Hybrid/Flex Work Committee (Update)**

   i. It is still in limbo
   ii. It has been escalated and now verbiage in several other policies are being checked to see how that would need to change to move forward
   iii. No recent update though

c. **Salary Taskforce (Jeremy Carter - Update)**

   i. The form has closed
   ii. A meeting is going to be held to go over the answers received
   iii. Multilevel taskforce is now established to report back to B.O.G.

d. **Halloween Committee (Rachel Clutter – Update)**

i. Survey was sent out and results are in
ii. 2 activities that won the most support was the Halloween Costume Contest & Apple Cider/Donut Social (a couple others tied for 3rd)
iii. Coordinate with Student Activities to move forward with a 3rd activity possibly
iv. Robin Meadows brought up Staff Council funding some of the activities & Eric Marks discussed proposing an expense report for Staff Council to vote on and approve next meeting

VII. New Business

a. Staff Development Applications

i. Jonah Siminski: reimbursement for WV Forestry Association Training for $458.30
   1. Robin Meadows motioned to approve, Grace Wellings seconded, all were in favor, none were opposed, none abstained. Motion passed.

ii. Jeremy Carter: reimbursement for a doctorate class for $772.09
   1. Adrian Duelley motioned to approve, Robin Meadows seconded, all were in favor, none were opposed, none abstained. Motion passed.

iii. Robin Meadows: reimbursement for a master class for $1,464
   1. Rachel Clutter motioned to approve, Grace Wellings seconded, all were in favor, none were opposed, Robin Meadows abstained. Motion passed.

b. Handbook Committee (Volunteers)

i. Create a committee to review & update the Staff Handbook
ii. Jeremy Carter will Chair the committee
iii. Volunteers: Robin Meadows, Carrie McKeown, & Eric Marks

VIII. Adjourn

a. Robin Meadows motioned to adjourn, Adrian Duelley seconded, all were in favor, none were opposed, none abstained. Motion passed. Meeting adjourned at 10:46am.

Respectfully submitted,
Grace Wellings, Secretary **Date: October 14th, 2025**