

**Glenville State University
Staff Council Minutes
November 13th, 2025
TEAMS & In-Person (AB213)**

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, Jeremy Carter, Rachel Clutter, Pam Brown, Carrie McKeown, Adrian Duelley, Leslie Mason, & Leslie Ward
- b. **Members Absent:** Jim Chapman & Ken Ciszek
- c. **Other Attendance:** Wakasa Ellyson, Lora Stump, Samantha Snider, Jessica Burton, Tegan McEntire, Kendra Pullen, Emily Turner, Lori Ratcliff, Max Anderson-Lake, Jenny Boggs, Sheri Goff, Lisa Eagle, Lora Freeland, & Sadie Murphy

III. Review Previous Meeting's Minutes

- a. Leslie Mason motioned to approve the minutes, Jeremy Carter seconded. All were in favor, none were opposed, & Leslie Ward abstained.

IV. Reports

a. Human Resources – Tegan McEntire

- i. Sent out an email about OneLogin on November 5th
 - 1. Make sure everyone has moved to OneLogin
 - 2. Come tax time, OneLogin is the only way to get W2s
- ii. Reminder that if there's additional time off, HR will notify campus
- iii. Timecards & Student Workers
 - 1. Get timecards submitted ASAP to Carrie McKeown
 - 2. As soon as the student worker leaves, send in timesheets
- iv. Wage Compression Taskforce
 - 1. Taskforce is comprised of faculty & staff
 - 2. Working on updating Policy 16: The HR Policy
 - a. So a true committee can be added to look at faculty & staff compensation

b. Treasurer – Jeremy Carter

- i. Jeremy Carter gave the Treasurer's Report
 - 1. Balance of Staff Development Budget: **\$17,466.09**
 - 2. Balance of ACCE Budget: **\$1,704.12**
 - 3. Balance of Ginny Grottendiek Scholarship: **\$3,350.44**

c. Board of Governors – Leslie Mason

- i. No new meeting since previous Staff Council meeting
 - 1. Committee Meeting is set for November 19th
 - 2. Next B.O.G. meeting is set for December 12th
 - a. Whether we're raising tuition or not is on the agenda

d. ACCE – Leslie Ward

- i. Leslie Ward gave the ACCE report from October
 - 1. Nothing new to report in November
 - 2. Please see **Appendix A** for full October report

e. Chair/Cabinet – Eric Marks

- i. Eric Marks gave the Chair/Cabinet Report
 - 1. Please see **Appendix B** for full report

V. Committee Reports

a. Facilities & Threat Assessment – Eric Marks

- i. No new meeting since previous Staff Council meeting
- ii. Should have another update by the next Staff Council meeting

b. Co-Curricular Assessment

- i. Kendra Pullen gave the Co-Curricular Assessment Report
 - 1. Went over Aquatics & Recreation Report last meeting
 - 2. Next report is Student Support Services

c. ULC – Eric Marks

- i. Pam Brown gave the ULC report
 - 1. Waiting to hear back on Inclement Weather policy
 - 2. Meeting is being held tomorrow (Nov. 14th, 2025)

VI. Old Business

a. Hybrid/Flex Work Committee (Eric Marks – Update)

- i. Got an update on that this morning (November 13th)
- ii. Its about to go into a discussion with Dr. Manchin
- iii. It'll being going along with the Inclement Weather Policy to ensure consistent verbiage
- iv. Should have another update on that by next Staff Council Meeting

b. Salary Taskforce Committee (Jeremy Carter – Update)

- i. Wrapping up research on other institutions
- ii. Meeting next week to go over findings and compare data

c. Halloween Committee (Rachel Clutter – Final Update)

- i. Please see **Appendix C** for full PowerPoint
- ii. For the Apple Cider/Donut Social
 1. 200 donuts were ordered
 2. Only had a dozen left
- iii. For the Trick-or-Treat
 1. 240 bags were ordered
 2. Only had less than 20 left
- iv. For the Halloween Costume Contest
 1. 3 Winners
 - a. Schuyler Chapman won 1st
 - b. Robert Rogers won 2nd
 - c. Jesse Burton won 3rd
 2. Next year, put together an anonymous committee to go around campus and judge costumes so that there are more contestants and fairer judging
- v. Dr. Manchin really liked the events Staff Council put on
 1. In the future, he'd like in involve the community more
- vi. Big thanks to all the people that helped fund/participated/setup in the events

- vii. Rachel would like to put together a survey of ideas again for future holiday events so any ideas are welcome

d. Handbook Committee (Jeremy Carter – Update)

- i. Meets every Tuesday at 3pm
- ii. Hung up on: Where does the Handbook changes go after they're done?
- iii. Have had several discussions about whether it goes to ULC or not
- iv. Worked through Hybrid Work policy within the Handbook
- v. Currently about half way through and hoping to wrap up around Christmas

VII. New Business

a. GSU Policy 33

- i. It's a revision for one of the board policies
 - 1. Policy for transference of credits/prior learning
 - a. Only changes are to definitions in one section
 - 2. Any questions/concerns, please contact Teresa Sterns

b. Inclement Weather Policy

- i. Distributed out for staff to review
- ii. Were going to look at in Cabinet on Tuesday (November 11th)
 - 1. Still some concerns about certain verbiage so it is still out for comment and review
 - 2. Going to review it again in next Cabinet meeting
 - 3. Any questions/concerns, please contact Eric Marks

c. Staff Development Application

- i. MBA Course reimbursement for Robin Meadows for \$1,464
 - 1. Leslie Mason motioned & Leslie Ward seconded. All were in favor, none were opposed, none abstained, motion passed.

VIII. Adjourn

- a. Adrian Duelley motioned to adjourn and Jeremy Carter seconded. All were in favor, none were opposed, none abstained, and the motion passed.

**Respectfully submitted,
Grace Wellings, Secretary**

Date: December 10th, 2025

APPENDIX A

ACCE Notes from 10/20/25 for Staff Council Meeting 11/13/25

- Senator Vince Deeds guest speaker; took questions
 - Asked about low salaries, reduction in PEIA Funding
 - PEIA is still inexpensive compared to private sector
 - When the state gives a raise to state employees it puts a burden on institutions to match that raise for employees NOT paid by the state
 - If a school gets 5% from state, that 5% may not go to employees because it's not mandated. Employees might see 1% - 3%
 - He understands; does not like mandates because it's heavy-handed; state prefers to leave control within the institutions
 - House Bill 3279 – BOG and voting
 - It was a solution but not a good one. 10/34 senators are freshmen... no direct response to this. More about what a great deal PEIA is.
- Don Smith, VP of External Relations at WVSOM (WV School of Osteopathic Medicine) guest speaker; talked about motivation
 - HR gives "shout out" with a little bag of candies and a thank you note. Employees nominate potential recipients.
 - Keep a suggestion box for improvements. Example: need consistency in how supervisors administer policies in different departments across campus (work from home at GSU?)
 - Hired company to provide 3-day training. Some employees mandated to attend (based on role/job description). Others volunteered. Very popular and successful.
 - Have received suggestion for more staff training on how to successfully communicate w/supervisors
 - New employees get a staff mentor
 - Host drives: back-to-school (school supplies); needy children/families at Christmas
- Training about legislation and what it means to be an "exempt" school. Information in slides; too much to write down. I will ask for copy and share if there's interest.
- WVSOM presentation on Staff Council survey regarding morale
 - Does your work have meaning; do you feel appreciated; do you have good morale coming to work...
 - Morale ideas:
 - "Secret Pal" (voluntary)
 - "Go Beyond" monthly thank-you cards given via nomination
 - Meet with sector representatives or small groups whose schedule makes it difficult/impossible to attend staff council meetings (maintenance as an example)
- Discussion of staff council makeup at institutions
 - Non-classified representation is at will/pleasure of BOG and President

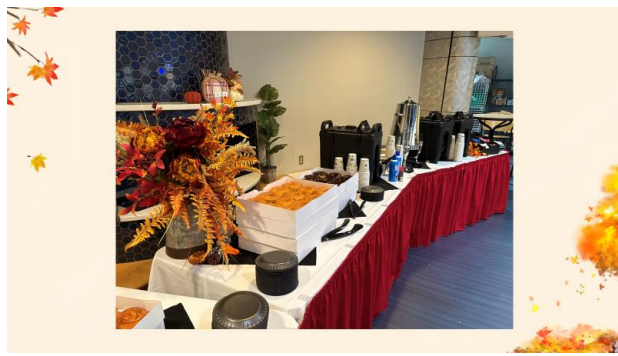
- Council bylaws need to be reviewed to ensure we are protected (because not protected by statute)
- May need to re-define our sectors to ensure fair representation across all sectors
- Discussion of Legislative Agenda Items
 - Focus on economic development and an educated workforce
 - Funding formula; good if state followed it instead of focusing on US borders, equity, and bathroom issues (frustration of ACCE members on this was evident)
 - WV Advisory Council did survey of students asking what would keep students in the state; results have not been shared with public
- Plans to create brochure advertising ACCE to the legislature
- Discussion preparing for a presentation to the Commission (HEPC) and the Council (HLC) (this happens every fall)
 - What do we need that they have the power to accomplish?
 - Market study on fair wages (I sent email about that recently)
 - HEPC released salary guidelines for 2024; based on 2017 data that was “aged”
 - Are we losing people due to low wages? PEIA? Do we do exit surveys?

APPENDIX B

Chair/Cabinet Report

- I) Cabinet met Tuesday, November 11th
 - a) Preparing for Masters of Psychology to start next Fall & potentially a RN Program starting in January 2027
 - b) In the process of conducting interviews for hiring a new Director of Nursing
 - c) HLC Site Visit went very well
 - i) Decided the trip could even be cut short
 - d) Hiring a new person for the Huttonsville Second Chance Pell position to help in Off Campus Programs
 - e) In Admissions, applications are a little flat but are still on par with historical numbers
 - i) The CRM does have applications flowing
 - ii) The travel season is over
 - (1) They hit West Virginia, Pennsylvania, Ohio, and Kentucky
 - (2) A lot of areas that had interest in GSU (a lot that didn't)
 - (3) They plan to use this data to better target where they travel next season
 - f) The RFK Library and the P.S.C. have started their new hours
 - i) Both are now open until midnight for Monday – Friday
 - (1) They have been having kids show up for the later hours
 - ii) Have been going through the Did Not Register call list to reach out to students
 - iii) Res Life has been working through the issues they have been having with housing
 - g) Scholarship Committee has been meeting
 - h) Tuition increase has been discussed & 3% has been suggested
 - i) 3% increase is only on tuition/fees not room/board
 - i) Still concerns with increase of PEIA costs
 - i) 80% of premium is paid by the institution (\$2,000,000)
 - ii) Trying to find ways to offset that cost
 - j) Poles for the lights in the Amphitheatre have started arriving
 - i) Those will start being installed after the handrails have been completed
 - k) In the process of getting new roofs on a couple buildings
 - i) They are currently working on LBH
 - ii) They will be moving to the RFK Library next and then Science Hall after that
 - iii) Hope to be done within the next couple of weeks
 - l) Second wave of door locks are coming in
 - i) Focus of those will be in: Pioneer Village, Pickens Hall, and the Academy for Criminal Justice
 - m) Maintenance is transitioning to new Work Order system: Brightly
 - i) Work Orders for the Physical Plant will need to be inputted in Brightly instead of old system
 - n) Concerns with the Fleet/Travel (especially with the buses)
 - i) Cost of diesel in town is considerably more than the outside of Glenville
 - ii) Adjustments have been made for travel to allow buses to fuel up outside of Glenville
 - o) Huge Wrestling Quad taking place in Waco tomorrow (November 14th)
 - p) Home Senior Night Volleyball Game is also tomorrow evening
 - q) Faculty Senate has one last meeting before the end of the semester
 - i) Basically just wrapping up any loose ends

APPENDIX C





Thank you to everyone who helped and participated in our activities!