

**Glenville State University
Staff Council Minutes
December 11th, 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, Leslie Mason, & Leslie Ward
- b. **Members Absent:** Adrian Duelley, Jim Chapman, & Ken Ciszek
- c. **Other Attendance:** Samantha Snider, Lora Stump, Mary Jones, Lori Ratcliff, Heather Moyers, Kendra Pullen, Max Anderson-Lake, Ann Reed, Sadie Murphy, Tiffany Campbell, Tegan McEntire, Lisa Eagle, Jenny Boggs, Rachel Adams, Kathy Gilbert, Tisha Underwood, Sheri Goff, & Marcus Spinks

III. Review Previous Meeting's Minutes

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

IV. Reports

a. Human Resources – Tegan McEntire

- i. No new updates.

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: **\$3,381.41**

c. Board of Governors – Leslie Mason

- i. No new update.
- ii. Next meeting is set for 12/12/2025

d. ACCE – Leslie Ward

- i. No new update.

e. Chair/Cabinet – Eric Marks

- i. Please see **APPENDIX A** for full report.

V. Committee Reports

a. Facilities & Threat Assessment – Eric Marks

- i. No new updates.

b. Co-Curricular Assessment

- i. Kendra Pullen gave the Co-Curricular Assessment Report
 - 1. Cancelled meeting for SSS Report
 - 2. Will be meeting again in January to review SSS

c. ULC – Eric Marks

- i. ULC met on November 14th
- ii. Discussed the tabled Inclement Weather Policy
 - 1. More information coming about that soon
- iii. Started looking into the Course Program of Study policy

VI. Old Business

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

- i. Was submitted to President's Office some time ago
- ii. It is currently under review
 - 1. More questions may be coming about that in the future
 - 2. Eric Marks is planning to meet with Dr. Manchin to find out these questions and report back to Staff Council with them

b. Salary Taskforce (Jeremy Carter – Update)

- i. Met December 4th
- ii. Discussed B.O.G. Salary Taskforce
 - 1. It's being identified
- iii. Updates to HR Policy 16
 - 1. Create a committee with power to add to Board policy
 - 2. This doesn't exist yet
- iv. Agreed as a subcommittee to finalize their research to submit to the created committee
 - 1. Want one of the current members of the Staff Council Salary Taskforce to be on the created committee
- v. Problems with classification between institution comparisons

1. Comparing job titles from our institution to others
 2. Salary codes/Z-codes are being filtered to provide better comparison
- vi. Hope to meet again before end of year to compile research and submit to Staff Council

c. Handbook Committee (Jeremy Carter – Update)

- i. Met December 9th
- ii. Concerned about defining “Hybrid/Flex Work” positions already on campus

VII. New Business

a. HLC Criterion 1

- i. HLC self-study that is currently out for review
- ii. Any questions can be submitted to HLC.Assurance@glennville.edu

b. Inclement Weather Policy

- i. It is still being updated and is coming through the President’s Cabinet
 1. There should be a final draft soon
- ii. Once it is released, it will be brought back to Council and dispersed to campus

c. Staff Development Applications

- i. All submitted Staff Development Applications were tabled for review until next Staff Council Meeting

d. At Large Member for Wage Compression Taskforce

- i. Need a Staff Rep for this taskforce
- ii. Will be sending out an email to all of staff to see who is interested
- iii. An election will be held if multiple people show interest

VIII. Adjourn

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

**Respectfully submitted,
Grace Wellings, Secretary**

Date: January 14th, 2026

APPENDIX A

Chair/ Cabinet Report

1. Cabinet met December 2nd
 - a. Discussed upcoming HLC Visits for FCI Gilmer and Huttonsville
 - b. Strategic Planning meetings are upcoming
 - c. Looking into potential changes to the university calendar
 - d. HLC report is due for upcoming Fall visit
 - e. Admissions had good turnout for Open House
 - i. 2 more planned for Spring
 - f. Alumni had the Christmas Dinner in Parkersburg
 - i. It went very well
 - g. Scholarship Taskforce has been meeting
 - i. Reviewing scholarship disbursement
 - ii. Also looking into the Pioneer Tuition Advantage
 1. Offers varying tuition coverage depending on applicant
 - h. Business & Finance reports that they are seeing cash flow
 - i. If things continue as they are we should be more than good
 - ii. This is due to Saving and Restructuring happening on campus
 - i. Facilities is moving forward with the Health & Fitness Center out at Waco
 - i. Roofing projects are moving forward for LBH, Science Hall, and the Library
 - ii. Planning for the pillars and arches to worked on to finish Pioneer Way
 - iii. Electronic door locks have been ordered and will be installed in a phased approach
 - iv. Potentially looking into Faculty/Staff housing residents getting renters insurance
 1. New roofs were replaced on 10 of the Faculty/Staff houses and the rest will be replaced soon after