

**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@glenville.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