

**Glenville State University
Staff Council Minutes
February 12th, 2026
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, Jim Chapman, & Adrian Duelley
- b. **Members Absent:** Leslie Ward & Ken Ciszek
- c. **Other Attendance:** Peggy Runyon, Wakasa Ellyson, Lori Ratcliff, Jamie Post, Jessica Burton, Emily Turner, Jenny Boggs, Tiffany Campbell, Kendra Pullen, Lora Stump, Lisa Eagle, Sheri Goff, Bri Hetrick, Sadie Murphy, Max Anderson-Lake, Wendy Broome, Tonya Hess, & Lora Freeland

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. W2s can be printed in HR

b. Treasurer – Jeremy Carter

- i. Jeremy Carter gave the Treasurer's Report
 - 1. Balance of Staff Development Budget: **\$13,766**
 - 2. Balance of ACCE Budget: **\$1,704.12**
 - 3. Balance of Ginny Grottendiek Scholarship: **\$3,440.41**

c. Board of Governors – Leslie Mason

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

d. ACCE – Leslie Ward

- i. No new update.

e. Chair/Cabinet – Eric Marks

- i. No new update.

V. Committee Reports

a. Facilities & Threat Assessment – Eric Marks

- i. No new update.

b. Co-Curricular Assessment – Kendra Pullen

- i. Went over S.S.S Report
- ii. Next meeting is the following Tuesday

c. ULC – Eric Marks

- i. Milestone Initiative Policy was voted on & approved

VI. Old Business

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

- i. Planning to setup a meeting with Dr. Manchin and the committee

b. Salary Taskforce (Jeremy Carter – Update)

- i. Still waiting on research to be finalized
- ii. Plan to report to campus-wide taskforce as soon as research is complete

c. Handbook Committee (Jeremy Carter – Update)

- i. Submitted communication to Staff Council email (**APPENDIX B**)
 - 1. At least 3 policies need to be discussed by entire Staff Council (**APPENDIX C**)
- ii. Making a Microsoft Form to disperse to all staff for suggestions

VII. New Business

a. Staff Development Applications

- i. Robin Meadows asked for reimbursement for a Masters Class for \$1464. Leslie Mason motioned to approve and Jeremy Carter seconded. All were in favor, none were opposed, & none abstained.
- ii. Jonah Siminski asked for help paying for airfare for a Forest Ecology Research Trip for \$1,470.30. Jeremy Carter motioned to approve and Pam Brown seconded. All were in favor, none were opposed, & none abstained.

VIII. Adjourn

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

**Respectfully submitted,
Grace Wellings, Secretary**

Date: March 11th, 2026

APPENDIX A

Board Governance and Human Resources Committee Meeting February 4, 2026

Human Resources Updates – Tegan McEntire

- Several open positions and new hires and retirees' updates
- New title-Tim Henline-VP of Finance and Administration

Facilities Tom Ratliff

- Morris Family Health Center is progressing nicely-Phase I & II
- Roofing project continue weather permitting
- Pioneer Way-lighting package began this morning & will be completed soon
- New bill-4592-new mapping for colleges and universities
- We are losing two service workers
- We welcome any ideas to improve the campus
- Snow removal has been a huge task-last week notified no more purchases for salt
- Public safety and Maintenance and IT and Doug Morris at Waco helped to pull off MEC tournament
- October 15-hope to complete all deferred maintenance monies & may receive the contingency monies (18%) that was held back.
- Cornerstone ceremony @ 1:00 February 7-New Health Sciences Building

Updates: David Hutchison

- GSU Day-February 10-SGA will attend-All invited to help recruit
- Alumni Reception at 5:00 PM-all are invited
- Winter Homecoming-February 28
- MEC Basketball tournament-March
- Homecoming-October 24, 2026
- Day of Giving-last year-\$1.2 million & Morris family has challenged us with a match again this year.
- We are focusing hard on increasing Alumni donations this year also.

Enrollment & Student Life Committee Meeting-Duane Chapman

- Applications are flat right now-we need to be more aggressive
- Retention-2nd highest in GSU history
- Faculty involvement keeps getting better

- Retention from Fall 2025 to Spring 2026 is **85.68%**.
- We retained 772 of the 901 eligible students from Fall '25 to Spring '26.
- Study hall check-ins and hours are way up, largely due to the football team's efforts to mandate study hall hours at the Pioneer Support Center.

Academic Affairs-Dr. Clements

- We submitted our Nursing proposal to plan to HEPC
- New River is in opposition of our plan but Fairmont is in favor
- 538 total course sections
- 79 low enrollment sections eliminated from the schedule
- 233 face-to-face sections, including science labs (average enrollment = 10.6)

- 171 online sections (average enrollment = 15.7)
- 67 individualized courses such as applied lessons, research, internship
- (average enrollment = 2.1)
 - 39 taught in high schools (average enrollment = 13.9)
 - 27 taught in prisons (average enrollment = 11.1)
- Drop in Dual Enrollment due to drop in K-12 student enrollment
- Rachel Clutter and Admissions will work to recruit Home School students
- Kathy Butler commended Mari Clements for the navigation with alternate pathways, prison and dual enrollment as well as online and face to face enrollment.

Business and Finance -Tim Henline-Office of Finance and Administration

- Increase in numbers of hours that students are taking
- **Accounts Receivable Update**-Good trend-more students are paying sooner-students who return are more likely to pay. Tim went over a very detailed report on multiyear trend
- The state mandates systems which are not up to date on programming-we are looking at different companies to help us collect student tuition.
- **Cash Flow Forecast**-Drew is the best finance controller. Tim showed a consolidated cash flow report which is the most accurate way to show this information. This information is very complicated-there are many nuances and constant changes. We are doing well and anticipate to continue this trend. Changes occur due to the state of WV slow in processing, for example.
- Deferred maintenance is one that is uncertain because we don't know when we will receive the monies. Sometimes something looks negative but it may not be.
- **Office of Technology Restructure**-Tim provided new organizational chart
- New software programs will be connected together-Banner, Aramark, etc-entire system which will result in accurate reporting. We anticipate more savings on the software side. Joyce retired and we didn't need to replace her-more efficient-new software automatically completes the report, etc.
- **Grant Process**-we should be getting 25% of our revenue coming through grants
- Vice Chancellor is supportive of us and apologized to us since WVOASIS is not working
- **Financial Reporting**-We have a temporary solution-Drew outlined this solution for financial reporting (ledger system). You will never see all transactions on one report-it would be 100's of pages. Business and Finance team are valued and want to do things correctly.
- Drew-Question regarding \$314,000 transaction from special meeting-The Housing Corp had to pay this amount so they will pay this amount back when the grant is received. The vendor threatened to sue and not complete the work. All internal controls were followed for this transaction-it was not handled off the books. The research Corp and Housing Corp are lumped together. This procedure happens all the time with the GSU foundation. The vendor did complete the work.
- Doug Morris thanked Drew and Tim for their work and transparency.
- Alex Lay thanked Tim and Drew for the open-door policy and breaking down the explanation.
- **Tuition & Fees Update**-2% tuition increase only is not much and may not be enough in long run. Our fees are lowest in WV. This will go on the agenda at next BOG meeting.
- **Capital Projects Update**: Deferred Maintenance, Housing, Other-not as delayed as they have been in the past. All projects have to be completed by 12/31/26. The state held back not only 18%-it was much more. We are continuing improving housing projects.
- Ann Green appreciates the thorough report.

Athletics-Jesse Skiles

- MEC Wrestling Report -Tournament-so many groups came together-atmosphere was tremendous
- Women's Basketball-16-3-1st in league now
- Men's Basketball-12-8
- Track is in 4th place
- Spring sports starts this weekend with Softball
- Baseball opens February 14/15
- 4.0 Club-97 students in this club
- Athletes are preparing for Day of Giving
- Mid-Year Retention Report-461 athletes-up from last year
- After graduation we lost 50 students-we brought in 48 students to replace-football brought in 35 student athletes
- February 20, 2026-Casino Night

Executive Updates

President's Updates-Dr. Manchin

- Surround yourself with talented people and get out of their way. Our people do this because it's the right thing to do.
- Attended State of state address-greater emphasis on higher education-appears next year's budget favors us. Rural Health care-\$200,000,000 grants we are trying to push our way to the front of the line. Mari and Kevin fantastic job with PT, pre-med degrees, etc
- Athletics-grown from 9-97 4.0 student athletes!
- Nursing program-growing our student numbers
- We appreciate the support of BOG

Chair Updates-Ann Green

Appreciate all the staff-great work

Tim-please give a brief summary at full BOG meeting. Great job providing details.

February 25th Board-potential tuition enhancement-discussion and vote

APPENDIX B

Email Correspondence with Staff Council

Jeremy Carter

From: Jeremy Carter
Sent: Wednesday, February 4, 2026 9:19 AM
To: Staff Council
Cc: Leslie Mason; Carrie McKeown; Dustin.Crutchfield; Eric L. Marks; Amanda Stafford; Robin F. Meadows
Subject: Items for Next Meeting
Attachments: StaffHandbook_4_2023_Draft_020326.docx
Importance: High

Dear Staff Council,

The Handbook Review Ad Hoc Committee, through the process of their review, have come across a few items that we feel need to be voted on at the next meeting. See below:

1. Currently, the Handbook has the following language (working doc pg. 59) **Dismissal for Non-Work-Related Conduct** In limited instances, an employee's personal conduct not related to GSU employment may be so egregious as to disqualify the employee from further employment by the University.
 - a. As a committee, there is concern that "egregious" is not properly defined and could be broadly interpreted as to penalize an employee over whatever a certain party deems unfavorable, such as an errant social media post, attending a protest, posting photos that someone dislikes on a personal level, etc.
 - b. We believe the word "egregious" should be better defined as, perhaps, something that rises to the level of a felony conviction, sexually related crime, etc.
 - c. Also, this decision seems greater than the authority of the Ad Hoc Committee and thus we wanted to bring it to Council.
2. Currently, under the heading **Overtime and Compensatory Time Off** (working document pg. 24) the following is stated: "Compensatory time must be used within one year of accrual. Approval of an employee's request to use accrued compensatory time shall be contingent upon whether it will unduly disrupt the operation of the institutional unit." HR Representation would like to add the following: "If being cashed in, the amount is not to exceed 37.5 hours per pay period, unless approved by the appropriate area Vice President."
 - a. As a committee, we feel that this, too, rises above the authority of the Ad Hoc Committee and would like to elevate that language to the full Staff Council.
 - b. Arguments for come from the Business and Finance Office, specifically CFO Tim Henline, who would like this limit placed so as to cause a balloon payment to a single budget.
 - c. Arguments against come from committee members that feel that this is placing limitations on employee pay and may infringe upon FLSA standards.

If you have any questions, or need any explanation, please let me know and I'll be happy to help illuminate the issue. I will be glad to present all of this information at the next Council Meeting.



Jeremy Carter
PIONEER SUPPORT DIRECTOR

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APPENDIX C

The 3 Policies that Need Discussing

STAFF DEVELOPMENT AND TRAINING

Personnel Policy 19

Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for Glensville State University's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in their assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many byproducts of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

Definition of Staff Training and Development

Training and development activities will differ in breadth in relation to the needs and resources of Glensville State University. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

Staff Eligibility and Participation

Any person who is an employee of Glensville State University is eligible for staff training and development at the University in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

Commented [JC15]: Language addresses a program that does not exist linked to a state code that does not exist. Current practice is best described in what remains after deletion.

Staff Development Funding Through Staff Council

Glensville State University's Staff Council is the custodian of annual allotted funding from the institution to be used for staff professional development. Professional development of our staff helps the University to become more focused on our strategic goals and initiatives, more responsive to the changing higher education environment, and more knowledgeable about issues impacting the world in which we live.

Staff development is an employee-initiated, supervisor-supported learning opportunity either at Glensville State University or through other education and training programs whose central purpose is to meet personal and/or professional career goals. Employee learning is purposeful, planned, and supported. Professional and organizational growth may be enhanced through the use of staff development funds to increase professional development to advance job-related knowledge and skills, to advance higher education degrees, and to advance organizational skills regarding strategic planning, leadership or cultural competence.

To receive staff professional development funds, the applicant must be a full-time staff member at the time of application and no longer be within their probationary period. A "staff member" is any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position.