

Glenville State University
Staff Council Minutes
April 16th, 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, Rachel Clutter, Pam Brown, Carrie McKeown, & Leslie Ward
- b. **Members Absent:** Jeremy Carter, Leslie Mason, Adrian Duellely, Jim Chapman, & Ken Ciszek
- c. **Other Attendance:** Jenny Boggs, Robert Woods, Tisha Underwood, Tiffany Campbell, Tegan McEntire, Kendra Pullen, Stephany Amos, Lora Stump, Ann Reed, Samantha Snider, Lisa Eagle, Sheri Goff, Jason Phares, Lori Ratcliff, Wakasa Ellyson, & Jamie Post

III. Review Previous Meeting's Minutes

- a. Pam Brown motioned to approve the minutes, Robin Meadows seconded. All were in favor, none were opposed, & the motion passed.

IV. Reports

a. Human Resources – Tegan McEntire

- i. The draft Holiday Schedule is available
 1. Will be presented at next B.O.G. meeting
 2. Ask questions or express concerns before its approved
- ii. Timekeepers, update HR on the returning student workers
 1. Need to know which student workers won't be returning due to graduating or otherwise
 2. Student workers not returning need to update their addresses in OneLogin under the ESS tab

b. Treasurer – Jeremy Carter

- i. ABSENT
- ii. Eric Marks will reach out for a report to distribute at a later date

c. Board of Governors – Leslie Mason

- i. ABSENT
- ii. Eric Marks will reach out for a report to distribute at a later date

d. ACCE – Leslie Ward

- i. No new updates

- e. **Chair/Cabinet – Eric Marks**
 - i. Please see **APPENDIX A** for full report.

V. Committee Reports

- a. **Facilities & Threat Assessment – Eric Marks**
 - i. Please see **APPENDIX B** for full report.
- b. **Co-Curricular Assessment – Kendra Pullen**
 - i. Went over the Library Report
 - ii. Discussed the upcoming reports for the new year
- c. **ULC – Eric Marks/Pam Brown**
 - i. Passed one policy
 - ii. Next meeting is May 1st

VI. Old Business

- a. **Hybrid/Flex Work Committee (Eric Marks – Update)**
 - i. No new updates
- b. **Salary Taskforce (Jeremy Carter – Update)**
 - i. ABSENT
 - ii. No new updates
- c. **Handbook Committee (Jeremy Carter – Update)**
 - i. ABSENT
 - ii. The handbook review is finished, but there was an issue with markups
 - iii. A draft should be disbursed soon
- d. **Campus Culture Committee (Robin Meadows – Update)**
 - i. Would like to do “Senior Superlatives” for campus employees
 - ii. Several different categories to nominate people for (best dressed, best hair, etc...)
 - iii. Sent out in Microsoft Forms & paper copies for Physical Plant for two weeks
 - 1. Winners will be announced at the luncheon in May
- e. **Ginny Grottendiek Scholarship (G.G.S.)**
 - i. Advertising the Ginny Grottendiek Scholarship
 - 1. Possibly including it in the catalog & Blackbaud for matching
 - ii. Staff Council manages G.G.S. VS Scholarship Committee manages G.G.S.
 - 1. Staff Council only manages awarding??
 - iii. Join Day of Giving with a campaign to build up G.G.S.
 - iv. Need to check M.O.U. to see if wording can be changed for G.G.S.

f. Staff Employee of the Year / Rising Star Nominations

- i. Jenny Boggs has been sending out reminders that nominations are done April 17th
- ii. Rising Star Award
 1. It was determined that anyone hired after January 1st within the 2-year range is eligible to be nominated for Rising Star

VII. New Business

a. Representatives Term Elections

- i. Staff Council will split terms every odd & even year
 1. A Form with current reps will be sent out to the EEO Groups to determine who gets a 3rd year per group

VIII. Adjourn

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

**Respectfully submitted,
Grace Wellings, Secretary**

Date: May 13th, 2026

APPENDIX A (1)

Cabinet Notes March 24, 2026

President:

We need to tighten some on spending to continue being financially secure
Yearly budget is getting close as we near the end of the year, but we are ok
Budget Training tomorrow W/Board of Governors – we must remain transparent to the board always
Working on next year's budget

Tim:

Memo was sent out to start cutting back on spending which is standard for this time of year
*Due to a slow down in incoming revenue – all money from state and student payments finished
*Slowing transactions to prepare for the audit – eventually will be frozen until after FY change
Deferred Maintenance and reduction of students has made things a little tighter than normal
Mid-July we should start receiving the monies from the state and summer course enrollments
\$50,000/month spent on external food other than Aramark
\$30,000/month on fuel
Our funding comes from primarily:
35 – state funding
30 – student enrollment
10 – fund raising
25 – grants – has been a slow down
Payroll is the largest budget expense
Payroll is primary followed safety and then comfort

Hutch:

Alumni Banquet is coming up
Finalizing the scholarships for the year – will be finished by the end of the month
Working on the CDS grant
Working on post legislative events
Doing trainings in foundations

Jesse:

Winter sports wrapping up:
Wrestling – 7th in nation – 4 All-Americans
WBB – 24-7 for the regular season
MBB – 18-12 for the regular season
Track – 1st national qualifier in 31 years
SB – 17 -7
BB – 13-11
A&T – 2nd in conference – competitions April 11/12, and April 25/26
Inquired about potential agreement with Aramark with meals for Athletes on travel games – basically a meal swap between traveling athletes.
9/3 – First Home football game

Tom:

Football field project – 95% complete on bleacher side
Roofing project finalizations in progress
Lighting in amphitheater – electrical wiring is finished, poles will be going up
Door locks – parts missing – starting next week

HB 4592 Crisis Response Team

We lost an officer – currently looking for new officer and new security guard

Lost maintenance guy

Interviewing for Service Worker

Flowers you will see going in around campus came at a very low expense

Corrections Accreditation assistance – staged over time

Parking Policy – Bog level changes to give some power back to the administration

Travel cost Issues – not billing back – potentially needs to be taken out of the budgets upfront

SGA:

Civic Panel

Career Week

Working with PSC and SSS for sessions on cover letter and resume writing and interviewing skills.

APPENDIX A (2)

Cabinet Notes April 7, 2026

President: I was at a meeting with Doug Tate from Alpha at the stadium and was a little late getting back to campus so I missed some of the beginning.

Mari:

College of Business – no dean, no salary changes

Looking into (10) micro credentials through Rize for the MBA (ex: Acct 231/232 – Micro in Bookkeeping)

Some for undergrad

Badges through Credly

6-9 hours (staying below level that requires HEPC approval)

Evaluation of Online/in Person classes pass/fail rate – making changes to how registration for certain courses works to ensure students that need those classes and that have the discipline for online course can get spots in them.

Rumi – Integrated with Brightspace, anti-cheating software

Working through the issues of ADA compliance being mandated for 2026 not 2027 as was thought

Straighterline – we no longer accept credits transferred from them

Tom:

Lights going up in Amphitheater – light colors can be adjusted we are aiming for more a whiter light

Floor being poured for new health sciences building

Roofing project all but finished – few remaining trim pieces – then inspection/sign off

Locks starting in Pickens hall

Camera Priorities – Library, residence halls, elevators

2 public safety employees will be attending the academy to become officers

Jodie is starting flower planting all across campus

Academy Inspections – we are working with them to address issues

Working to finalize deferred maintenance monies

Parking Policy will be enforced this fall

Jesse:

Football going full pads tomorrow

Volleyball and Soccer getting started

A&T – MEC Championships in Fairmont this weekend – 11th in country

Dylan Cottrill – MEC Coach of the Year

SB – 23-11

BB – 16-16

Boxing – 2 National Championships, 1 All-American, 2 scholarship recipients

Working on replacement Soccer Coach

Winwon integration is complete and training will occur on Thursday this week

Duane:

April – month for “closing deals” as far as enrollment – important month for Fall to Spring retention

Liason – Admissions and Financial Aid partnering together

GSC Week coming up – lots of activities for student are planned

70% Fall to Fall retention – National average is 75% - we need to try to get closer to the National

75% of Freshman class will be solidified by 7/1

Open house scheduled for April 25

Looking at starting group counseling sessions

141 applications in the funnel for graduate courses, 89 have completed the application, 2 are international
MBA is the largest grad enrollment program at the minute
Concord and Fairmont both are down in numbers

Hutch:

Department onboarding – looking at last year and trying to make it better this year

Need to find ways to increase/improve

Hoping to triple tuition offsets in the coming year

Tim:

HLC annual reports have been good 3 years in a row

HLC looks at things differently than HEPC

FY27 budget being worked on – remaining a flat budget, includes the 2% tuition increases, hoping to be finished by the end of the week

Health Sciences has been added a separate line item due to different caveats

Wants to continue using and showing ratios to show where the University stands

Staff Council:

Wage compression committee continuing to meet and work

Staff Handbook committee working to wrap up updating of Staff Handbook

Campus Culture committee continuing to meet and look for way to improve morale campus-wide

Reviewing Ginny Scholarship to potentially allow for better utilization of the funds

Preparing to handle the change in election periods changes that will stagger the positions

Continuing to do what needs to be done to successfully finish the semester

APPENDIX B



📍 Location: MCCC 319
📅 Date: April 15, 2026
🕒 Time: 11:00 am – 12:00 pm

Facilities Committee / Threat Assessment **Meeting Minutes**

*Duane - second
Kendra - second*

I. Call to order

Tom Ratliff called to order the regular meeting of the Facilities Committee/ Threat Assessment on April 15, 2026 at 11:00 am in MCCC 319 room.

II. Committee Members Present & Absent:

- Jason M. Phares - Present
- Eric L. Marks - Present
- Michael Wheeler - Present
- David E. Hutchison - Absent
- Duane Chapman - Present
- Eric Squires - Absent
- Kendra K. Pullen - Present
- Thomas R. Ratliff - Present
- William D. Boone - Absent
- Trae Sprague - Absent
- Timothy Henline - Absent
- Clay Chesser - Present
- Larry R. Baker - Absent
- Graylin Floyd - Absent

III. Approval of minutes from last meeting

Unanimous.



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IV. Action Items:

- **Camera storage & retention analysis**
Investigate camera storage and retention options (local NVRs vs cloud), size storage needs, coordinate with Doug/Tim, estimate costs and operational impacts, and report findings back to the group.
- **Support contract delivery**
Assist (Eric) in obtaining and processing the Phase 3 / camera contracts and related procurement paperwork.
- **Provide Goodwin Hall delivery address**
Email the definitive Goodwin Hall delivery address to so it can be entered into the Walmart/delivery app for campus deliveries.
- **Enter delivery info and configure app**
Receive Goodwin Hall address enter it into the delivery's app/book, forward confirmations to stakeholders, and enforce the new delivery/drop-off protocol.

V. Overview

- Major progress on campus projects: 150 yards of concrete poured, fiber and stub-outs ready; 10 big light poles installed, ~25 poles left to change.
- Significant systems risk: power line damage caused AC/equipment failures (WVU Medicine running at ~50% capacity) and possible air-handling unit/compressor replacements.
- Security upgrade in progress: new cameras + 2 NVRs (8 TB each) and electronic locks being installed; NVR cost ~\$20,000 each; storage/retention strategy pending.
- Deferred maintenance & critical repairs prioritized: Goodwin Hall elevator board unrepairable (upgrade ≈ \$128,000); campus controls upgrade scoped at \$1.9M.
- Fleet & delivery policy tightening: shuttle/fleet costs high (\$40,000 fuel last month); new per-day chargebacks: \$/car, \$/van, \$/bus.

Power, HVAC & Concrete

- Placed 150+ yards of concrete on floors last week; stub-outs completed and preparations are in place to run fiber and power to all locations.
- Phone-company power lines were torn down; near Mental Road a pickup nearly tore additional lines down; ongoing dispute with the phone company created setbacks.
- Power-line incident caused phase interaction and tripped overloads, likely damaging the main air-handling unit for WVU Medicine; land-resources AC restored yesterday; WVU Medicine and nursing areas at ~50% capacity this morning; possible compressor replacement requires procurement lead time.
- Phase three contract for track resurfacing mailed to the Attorney General this morning.



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Track / Amphitheater / Lighting

- Funding has arrived; cleanup change orders will implement previously provisioned work and the area will be blocked most of the summer.
- Phase three track resurfacing contract was mailed to the AG; resurfacing is scheduled to start May 18; high school throwing nets are in use, javelin surface is pending, and the track team is expected around May 25.
- Roofing contractor completed coping and corrected reversed emergency overflow drains that were flooding the amphitheater; nearing warranty sign-off and a small change order was processed.
- Cleaner/solvent used during roof work was sucked into an air intake, caused strong odor and a Friday-night disruption.
- Pioneer Way lighting progress: 10 large poles installed; production lighting truck arriving around noon with crew working through the weekend to meet Monday deadline; amphitheater security lights are operational; approximately 25 campus poles remain to be replaced starting at Clark Hall toward the library/admin; new poles provide higher light output and complaints about brightness are anticipated.

Cameras, NVRs & Electronic Locks

- Installation status uncertain; Doug to coordinate with Tim; planned start in Goodwin Hall (elevators) then Pioneer Village; multiple crews to work simultaneously.
- Retention is defined by the controller as either fixed days (commonly 30 days) or storage size; recording frequency determines retention; discussions considered 6 months or semester-based cycles.
- Current system is overwriting footage after ~30 days, causing loss of evidence for incidents discovered 30–40 days later; Pickens Hall closed due to lack of front desk and missing surveillance.
- NVRs provide 8 TB storage each; plan includes two NVRs (~16 TB total); NVR unit cost \$20,000.
- Cloud backup and licensing complexities exist; cloud retention may require equivalent on-prem storage and significant cost; team will investigate options with Doug and finance/facilities.

Deferred Maintenance & Elevators

- Multiple repair attempts (sent to Atlanta, Radwell, Tiss & Crump) failed; control board is non-repairable and discontinued; repeated button damage caused electrical interference.



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- Upgrade required costing about \$128,000; three campus elevators use the same board (this car, second Goodwin car, PE elevator), creating risk of additional failures.
- Soliciting pricing from other elevator companies to replace the car/system or implement an alternative takeover solution.
- Deferred-maintenance policy: only previously approved projects funded unless emergency; will reprioritize unfunded items; limited funds may permit elevator repair but not before graduation; target completion by August for move-in.
- Stairs remain usable; suggestion made to restrict access or hire a doorman.

Fleet, Shuttle & Deliveries

- Fleet usage charged back to budgets at \$/day (car), \$/day (van), \$/day (bus).
- Charge announced early to allow departments to adjust budgets.
- Policy equates fleet consumables to IT printers; consumption is controlled via departmental budgets.
- Recent fuel bill reached \$40,000 (diesel); gasoline near \$4/gal; shuttle operations consume substantial fuel due to continuous running.
- Booking a tour bus for 10 people instead of a van increases costs (driver + fuel).

VI. Adjournment

Tom Ratliff adjourned the meeting at time 12:00 pm.