Glenville State University
Staff Council Minutes
May 14th, 2026
TEAMS & In-Person

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, Pam Brown (Ashley Nicholas), Carrie McKeown, Leslie Mason, Adrian Duelley, Jim Chapman, & Leslie Ward
- **b. Members Absent:** Rachel Clutter & Ken Ciszek
- **c. Other Attendance:** Tisha Underwood, Peggy Runyon, Rachel Adams, Jason Phares, Samantha Snider, Jenny Boggs, Heather Moyers, Lora Stump, Tegan McEntire, Kendra Pullen, Tiffany Campbell, Max Anderson-Lake, Robert Woods, Emily Turner, Ann Reed, Lisa Eagle, Bonnie Post, & Wendy Broome

III. Review Previous Meeting's Minutes

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

IV. Reports

- **a. Human Resources – Tegan McEntire**
  - i. Reminder: Timekeepers need to approve time for leaving student workers
  - ii. Update the status of student workers with Carrie McKeown
    1. Leaving, returning, new positions, etc…
  - iii. End of Year Reviews will be conducted soon
  - iv. Holiday Schedule is approved and available
- **b. Treasurer – Jeremy Carter**
  - i. Jeremy Carter gave the Treasurer's Report
    1. Balance of Staff Development Budget: **$9,340.70**
    2. Balance of ACCE Budget: **$1,704.12**
    3. Balance of Ginny Grottendiek Scholarship: **$3,620.41**
- **c. Board of Governors – Leslie Mason**
  - i. Please see **APPENDIX A** for full report.
- **d. ACCE – Leslie Ward**
  - i. Please see **APPENDIX B** for full report.

e. **Chair/Cabinet – Eric Marks**
   i. Please see **APPENDIX C (1) & (2)** for full report.

V. **Committee Reports**

a. **Facilities & Threat Assessment – Eric Marks**
   i. Please see **APPENDIX D** for full report.

b. **Co-Curricular Assessment – Kendra Pullen**
   i. No new updates
   ii. Working on new reports that are due June 5th

c. **ULC – Eric Marks**
   i. All policies that were updated were approved

VI. **Old Business**

a. **Hybrid/Flex Work Committee (Eric Marks – Update)**
   i. No new updates

b. **Salary Taskforce (Jeremy Carter – Update)**
   i. No new updates

c. **Handbook Committee (Jeremy Carter – Update)**
   i. Final Review was complete
   ii. Draft is out for campus-side review and comments

d. **Campus Culture Committee (Robin Meadows – Update)**
   i. Superlatives were a success
      1. Would like to make new categories each year
      2. Consult a faculty member to help write some of the superlatives
   ii. Committee members have discussed possibly creating a Calendar of Events for the upcoming year as they become more active on campus

e. **Ginny Grottendiek Scholarship (G.G.S.)**
   i. Decision needs to be made on whether to partner with the Scholarship Committee or not
      1. Self-advertise or Blackbaud
   ii. Robin Meadows suggested creating a taskforce
      1. A committee was created including: Robin Meadows, Sheri Goff, and Grace Wellings
      2. An invitation will be extended to Michelle Clowser in Foundations to join

f. Elections

i. Council is unsure how to proceed

1. Continue to follow code as if they are still classified or not

ii. Leslie Ward is going to ask in the next ACCE Meeting as to how other similarly unclassified Staff Councils are running their elections

VII. New Business

a. Staff Development Applications

i. Jaycie Johnson asked for tuition reimbursement for **$515**

1. Robin Meadows motioned to approve and Leslie Mason seconded. All were in favor, none were opposed, none abstained, and the motion passed.

ii. Robin Meadows asked for tuition reimbursement for **$1,464**

1. Leslie Ward motioned to approve and Leslie Mason seconded. All were in favor, none were opposed, Robin Meadows abstained, and the motion passed.

b. Open Discussion

i. A couple of announcements:

1. There was a committee meeting called to discuss H.R. Policy 16 including the RIF policy
2. There were four individual positions that were chosen to be eliminated
   a. Their last day is July 27th, 2026
3. As of right now, the RIF is over and no more positions are at stake

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: June 24th, 2026**

APPENDIX A

Board of Governors May 8th, 2026 Minutes

Call to Order
Vice Chair Alex Lay called the meeting to order at 9:33 a.m.

A quorum was established.

Public Comment – N/A

Special Presentations
National Humanities Alliance - Dr. Robin Crigler, Assistant Professor of History, attended the National Humanities Alliance (NHA) annual conference in Arlington, VA in March. The NHA is an organization dedicated to advocacy for the humanities nationwide. Glenville State is the only higher education institution in West Virginia to be a member of the NHA. Over the past year GSU faculty from multiple departments have participated in a series of GSU-only workshops offered to the University for free by the NHA. This has enabled the University to re-envision the Wellness Management program as a more integrated Community Health program that combines the strengths of STEM and the humanities while supporting the institution's expanding focus on rural health.

Constituent Comments
Alumni Council – Dustin Crutchfield, Director of Alumni Relations, reported the following:

- Twenty 50-year graduates from West Virginia, Ohio, and South Carolina are on campus participating in Commencement activities today and tomorrow.
- Tickets are now available for GSU Night at the Ballpark in June.
- The Alumni Awards Banquet was held in April honoring several distinguished alumni. A posthumous award was presented to the Durbin family in memory of Dan Durbin '84, former member of the Board of Governors.
- Three leaded glass windows in the Alumni Center are currently being replaced.

Faculty Senate – Schuyler Chapman, President, reported the following:

- Numerous policies have been reviewed with recommendations submitted to the University Leadership Council (ULC).
- The newly elected Senate will begin its term on July 1.
- Senate leadership coordinated with Board of Governors Vice Chair Alex Lay regarding the President's evaluation.
- All Senate vacancies, except one, have been filled.
- The Senate constitution was amended primarily to clarify and streamline existing language.

Staff Council – Eric Marks, Chair, reported on the below Council subcommittees:

- The Pay Scale Committee continues gathering comparative salary and position data from peer state institutions to support the Wage Compression Taskforce.
- The Handbook Committee finalized revisions to the Staff Handbook, which will be distributed to staff for review.
- The Campus Culture Committee continues promoting employee engagement and recognition. The committee developed a "Senior Superlatives" survey for faculty and staff. Honorees will be recognized at the annual employee awards luncheon alongside Staff of the Year and Rising Star award recipients.
- The Ginny Grottendieck Scholarship Committee is working with the GSU Foundation to better align scholarship criteria and recipients.
- The Council approved staggered elections with half of representatives elected in even years and half in odd years to avoid complete turnover during any election cycle.

Student Government Association (SGA) – Graylin Floyd, President, reported:

- SGA elections have concluded and Graylin Floyd will return as president for the upcoming academic year.
- SGA hosted the Student Organizations Banquet on May 6.
- Convenience stores and POD markets in the residence halls are scheduled to open July 1.
- Efforts are underway to secure storage units for international students.
- Six SGA members will attend the State Leadership Conference May 20–22.

Wage Compression Standing Committee – Tegan McEntire, Chair, reported:

- The committee continues meeting biweekly.
- Members are working on revisions to BOG Policy 16 and the committee bylaws.
- Forty percent of state funding has been allocated to wage compression efforts and the committee plans to submit recommendations to the President following Monday's meeting.

Consent Agenda

SKIP HACKWORTH MOVED TO APPROVE THE CONSENT AGENDA. KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Ann Green reported that the Executive Committee met via Zoom on April 22, 2026 to establish the agenda for today's meeting. Chair Green appointed Kathy Butler, Bob Marshall, and Rick Simon to the nominating committee, which will present a slate of officers for approval at the June meeting.

Board Governance and HR Committee – Alex Lay, Chair, reported that Tegan McEntire provided updates on active Human Resources positions and recent hires.

Tom Ratliff presented the PowerPoint presentation included in the Board packet, highlighting updated facilities photos and announcing that track resurfacing will begin May 18. He also noted that the University expects to receive a second round of deferred maintenance funding, which may require Board approval in July for project modifications.

David Hutchison shared the following updates:

- The Alumni Association is planning events in the newly renovated amphitheater.
- Mike Rust has joined the GSU Foundation Board.
- Scholarships have increased by $100,000.
- The University is partnering with the City of Glenville on a mural project for the side of Mama's Brick Oven as part of the America250 Mural Project announced by Governor Morrisey in November 2025.
- The Curtis Elam Athletic Hall of Fame Banquet and Induction Ceremony will be held May 16.
- The GSU Retired Employee Luncheon is scheduled for May 19.
- GSU Night at GoMart Ballpark will take place June 13.

Enrollment and Student Life Committee – Skip Hackworth, Chair, invited Duane Chapman to provide updates.

Duane Chapman reported:

- Enrollment updates:
  - First-time freshmen, readmits, and transfers: Fall 2025 – 138; Fall 2026 – 186.

- Graduate programs: 18 new fall applications, 4 new summer applications, 9 students registered, 6 pending registration, and approximately 10 additional prospects. Thirteen students registered during the same period last year.
- The Student Organizations Banquet was well attended.
- Student engagement activities this week were highly successful.
- The Pioneer Support Center continues working closely with incoming and returning students and athletic coaches to improve retention, particularly among student-athletes.
- Overall retention is projected at approximately 70%.
- Discussions continue with EAB while working with the CFO to identify funding opportunities.

Academic Affairs Committee – Kathy Butler, Chair, asked Mari Clements to provide an update.

Mari Clements reported:
- Noted that there was a typo in the 24-25 primary majors for education (1,331 should have been 131). This will be corrected prior to submission to HEPC.
- HEPC has given verbal approval to GSU's Intent to Plan for an Associate Degree in Nursing. The full proposal will be completed in time for the first fall HEPC meeting.
- HLC is not likely to review the Master of Arts in Clinical Psychology until July; therefore, it is extremely unlikely that the University will be able to begin the program in fall 2026.

Business and Finance Committee –Doug Morris, Chair, asked Tim Henline to provide an update and announced that this is Tim's last Board meeting.

Tim Henline presented both simplified and extended versions of the FY27 budget and reviewed a related PowerPoint presentation. He noted that budget adjustments may be necessary during the year due to factors such as enrollment changes and grant funding.

Tim reviewed FY26 budget outliers, citing enrollment declines on the revenue side and increased PEIA costs, food service expenses, and fuel prices on the expenditure side. Recommendations moving forward included:
- Establishing an over-budget protocol for athletics.
- Conducting a cost-benefit analysis of athletic travel.
- Identifying ways to reduce catering costs; GSU spent approximately $450,000 on catering in FY26.
- Implementing stricter Hiring Committee meal policies.
- Further refining departmental budgets using the new Precoro system.
- Creating automatic budget adjustments tied to enrollment declines.
- Developing a contingency reserve through the Foundation to address emergencies and unexpected needs:
    1. Goal: Reserve equal to one month of payroll ($1.2 million).
    2. Goal: Reserve equal to one month of total operating expenses, including payroll ($2 million).
- Requiring Return on Investment (ROI) analyses for everything including programs, student events, marketing initiatives, and future projects.
- Reaffirming that University funds may not be committed without prior approval from the Business & Finance Office.

Athletics Committee – Bob Marshall, Chair, asked Jesse Skiles to provide any updates not included in the Board packet.

Jesse Skiles reported:
- Acrobatics & Tumbling competed in the MEC Championships and NCATA Nationals and currently ranks 11th nationally.

- Softball is regionally ranked fifth.
- Both softball and baseball teams are competing in the MEC Tournament today.
- Track & Field may have a national qualifier.
- Athletics currently includes 67 Promise Scholars.
- Men's Golf is competing in NCAA Regionals and stands sixth out of 20 teams after the first round.
- GSU remains competitive for the Commissioner's Cup.
- The department hopes to finalize all coaching hires this week.

Discussion/Actionable Items

Projects Update
Tim Henline distributed transfer requests related to deferred maintenance fund closeouts.

Clay Chesser reported that the University continues to have deferred maintenance funds available and is finalizing the amphitheater project and LBH partial demolition closeout. He proposed reallocating unused funds from incomplete projects to projects that can still be completed. HEPC indicated it would approve the reallocations once approved by the Board of Governors.

> BOB MARSHALL MOVED TO APPROVE THE REALLOCATION OF DEFERRED MAINTENANCE BUDGET CHANGE AS PROPOSED. SKIP HACKWORTH SECONDED THE MOTION.
>
> MOTION CARRIED UNANIMOUSLY.

Program Reviews
- AS – Forestry
- BA - Education (Early Childhood, Elementary, Secondary and Special Education)

> KATHY BUTLER MOVED TO APPROVE THE PROGRAM REVIEWS AND AFFIRMS CONTINUATION FOR THE FOLLOWING PROGRAMS: ASSOCIATE OF SCIENCE IN FORESTRY AND BACHELOR OF ARTS IN EARLY, ELEMENTARY, SECONDARY, COMPREHENSIVE, AND MULTI-CATEGORICAL SPECIAL EDUCATION. RICK SIMON SECONDED THE MOTION.
>
> MOTION CARRIED UNANIMOUSLY.

FY27 Budget

> KATHY BUTLER MOVED TO APPROVE THE BUDGET FOR FY27 AS PROPOSED. BOB MARSHALL SECONDED THE MOTION.
>
> MOTION CARRIED UNANIMOUSLY.

FY27 Pay Raises
Tegan McEntire explained the allocation of raises.

> SKIP HACKWORTH MOVED TO APPROVE THE PLAN TO DISTRIBUTE FACULTY/STAFF PAY RAISES FOR FY27 AS PROPOSED. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

President's Evaluation
The President's Evaluation was tabled to the next meeting.

Announcements
Chair Green announced the following:

- Staff Council and Faculty Senate will meet with the Board directly following today's meeting in accordance with W. Va. Codes §18B-6-3(g) and §18B-6-6(g).
- 50-Year Graduate Dinner – this evening at 5:00 PM in the MCCC Ballroom
- Hooding Ceremony – this evening at 6:30 PM in the Fine Arts Center
- Commencement – tomorrow at 10:00 AM in the Waco Center
- Board Committee Meetings (via Zoom) – June 10, 2026 at 9:00 AM
- Board Meeting – Wednesday, June 24, 2026 at 9:30 AM

Adjournment
With no further business and hearing no objection, Chair Green adjourned the meeting at 11:56 p.m.

____
Ann Green, Chair

____
Teresa Sterns, Chief of Staff/Executive Assistant to the President

APPENDIX B

ACCE Notes From 4/17/2026

- Inquiry as to whether a study has been done to identify programs that attract students, result in jobs. Nobody knew of any.
- Guest speaker Adam Yates, Vice Chancellor of Human Resources
  - New in January; WV native; 10 years air force
  - Strategy changes in HR
  - PayCor (core? corps?) – audio had problems, not sure what was said here but it has to do with pay scale.
  - Predecessor did a marketing study trying to match jobs and positions with benchmarks. No clear vision, not much progress, no activity at all since September.
  - Discussion of "Job Architecture" – how jobs are created and classified. Methodology in use is very old, makes no sense. 786 master title codes in OASIS for higher ed. Committed to develop accurate architecture/classification/compensation. No big changes soon but groundwork is being laid.
  - Higher Ed presidents need to plan and budget; HEPC HR will help.
- Guest Joe Ellington, was chair of House Education Committee in WV House of Delegates
  - ACCE asked about removal of voting ability in BoG. HB3279 was meant to add fiscal responsibility, not take away votes. Lots of back and forth between Rep. Ellington and ACCE members.
  - Big champion of deferred maintenance funding, investing in free community college, dual enrollment. Very responsive to higher ed. needs but expects results.
  - Discussed Funding Formula; affects all institutions. Concerns about decreasing enrollment; trying to figure out how to attract and keep students in WV.
    - Based on Tennessee model.
    - Getting more difficult to get funding from HEPC; state gov't tends more and more to think schools should be financially successful w/o state help.
    - Institutions that are good stewards of the money they are given will be rewarded, helped to improve.
    - Presidents were involved in developing Funding Formula
    - Schools can revamp measures this year (can only change every 3 years; need consistency to develop meaningful metrics)
    - Funds getting tighter; will still provide money but only for results
- Guest Matt Turner, executive Vice Chancellor for Administration
  - When advocating with lawmakers, gently remind them what we bring to the table – what our impact has been, what would be missing if request isn't met. Provide measurable data.
  - Drug tests no longer required for financial aid at community college. This was a hurdle that was costing money and providing no benefit.
  - Financial Aid is very complicated. 16 different programs/applications.
  - WV/Ireland exchange alliance. Student/faculty exchange.
  - HB4592 Safety/facilities. Requires institutions to provide campus mapping to first responders. Must comply in 2026-27.
  - People 60+ can audit courses at no cost.
  - Explained salary increase. HEPC approves 3% increase. This is 3% of average salaries based on institution's general revenue line. Some employees are not part of general revenue (athletics, auxiliary services). So not 3% of all employees, only some. Appropriations go to institution and institution BoG decides how to use the money.

APPENDIX C (1)

Cabinet Meeting
April 21, 2026

President: 5 million award by governor
Thursday – committee meeting to review policy 16 HR – RIF
49.7% expenses are payroll/benefits

Academic Affairs:
Faculty Contracts are being prepared.
Dir for Clinicals for the Clinical Psych masters program
Dir of Nursing – Search on-going – we can not do the full curriculum with a nursing faculty/Dir.

Enrollment:
Liasion going well. Big presentation after graduation is over.
Full Admissions Staff.
Retention is going up.
Career fair – largest attendance in a long time.
GSU week is in full swing (Mr/Mrs. GSU, Casino Night, Open House Saturday, VIP registration) all looking good.
Hoping to have half the freshman class in 1-2 weeks, up through July 1.

Advancement:
Vantage – Aramark taking over the wine/beer contract from foundations.
Mural painting will be taking place down town soon.
Downtown facility will also be getting a parking lot paving, wall repair, and fencing repair.
50 Year grads for commencement.
May 19th – retiree luncheon
June 13th – GoMart Park event

Finance:
FY 27 budget finished and ready for board approval.
Lean budget based on last year's numbers.
We have cut expenses on the university side – should leave some room for adjustments.
Need to slow down expenditures as we near the end of the year.
Cash flow report shows that June may be a tight month.
We must lower spending until after July.
Travel (fuel) and food are the two largest expenses (Athletics, Admissions, Academic Affairs)
Need to reduce/limit travel at the end of the year.
Next year looks good – planned out 3 years in the future – may have a difficult time in 2 years if things stay as they are.

Athletics:

Facilities:
Def Maintenance – we will be getting a 2nd round of monies
Housing – filling the last openings, may be a couple coming back open this fall, people on waitlist.
Crisis Response manual – this is a living document and constantly being reviewed and updated.
Campus Security Training in Charleston tomorrow.
DMAPS – big inspection on May 5th by Health Inspector.
Field project – progressing steadily, metal skeleton framing going up soon.
Track resurfacing scheduled to start 3rd week of May.
Roof installations being inspected today.

Railing are arriving and being installed.
Furniture is starting to go into certain finished areas of new construction.
All prior def maintenance project funds, except the energy savings, have been used.
Installation of electronic locks in Pickens has begun.
Camera should be delivered soon, stored in one location, and will be installed in phases beginning with the residence halls.
Discussed the cost of the fleet vehicles.
We have a lot of camps coming this summer.

Faculty Senate:
Wrapping up Presidential eval.
New Senate July 1
Constitution amendments
Finished last of the new business for the semester

Staff Council:
Reviewing and updating Staff Handbook
Working on the end of the year events and awards
Wage and Compression Committee continuing to meet
Campus Culture Committee continuously looking for ideas to boost morale

SGA:
April 30 first meeting of the new SGA reps
POD discussions/contracts
Storage Units for summer storage for students – working on a plan
WV Leadership (May 20-22)

APPENDIX C (2)

Cabinet Meeting
May 5, 2026
Missing: Mari (came in later), Teresa, Graylin, Schuyler

President: Budget to be presented to Board for approval on Friday – flat budget
Student count is looking good
Def Maintenance issues are being addressed
We need to keep better track of budgets and cut off spending as needed.
    Analyze budgets – Emphasis on "your budget is your budget period"
Hood will be reduced to one time per year in May

Academic Affairs:
Hooding is on Friday evening (22 graduates, 10 coming)
Commencement Saturday Morning
Summer grad applications – same as spring
We have 4 dual enrollment students walking in Commencement
Registration is continuing primarily for returners
Nursing – HEPC/HLC approval required, WV Nursing Board required
    Search for Director continues – one applicant being interviewed
Master's in Clinical Psychology – assuming positive report from the panel on May 29th, we can begin recruiting, with notations, as early as June
    May start this Fall or next
    Director of Clinicals starting May 26th
College of Business starting this fall – No Dean, No changes to pay, etc. – Will be a change in name only for recruiting.
Biology and Math Education Faculty recruited
Had a potential Econ and Finance faculty member, but lost them due their spouse needing a chemistry position
Land Resources still needs replacement faculty

Enrollment:
We have recruited 1 of the 4 dual enrollment students that walked in commencement, working on the other 3.
170 – current 1st time and readmits
Hidden Promise dinner Tuesday 5:30
Student Orgs Dinner Wednesday 6:00

Advancement:
Alumni Banquet
50 yr. grads (20)
Ben Queen at breakfast for Commencement
Retiree luncheon – Tuesday May 19th
30 license plates – count to date

Finance:
Last Cabinet Meeting
Leaving because its was best for his family
Predicting good year for GSU
Punishments for spending incorrectly on P-cards (bal sits at $1.00) – overbudget forms
Percoro going to make it easier to see budgets and control approvals for spending (phone app)

Approval now for all purchases
Putting mechanisms in place to deal with unknowns

Athletics:
Baseball/softball send off
Softball -> bid for regionals to host Atlantic Region
Hiring new Soccer, Golf and Cheer coaches
Potential budgetary issues with cost of reforms, etc. required by the MEC -> Large Tech related costs

Facilities:
Morris Family project – moving along at good pace. Steel infrastructure has arrived and things are on pace with the press box and coaches' offices.
Opening game prep was discussed – tailgates, parking, etc.
Roof contractor pretty well finished – signing off on contracts and finishing payments
Lighting should be finished in on Pioneer way – additional lights ordered for rec area of LBH
Cameras scheduled to be delivered next week
Looking into bollards for amphitheater
DMAPS – Health Inspector coming – in-depth inspection – may come back with issues we have to help with.
Lock replacements taking place in Pickens, PV scheduled next
Prep for commencement – landscaping, lighting
Commencement setup starts tomorrow
Campus housing (faculty/staff) currently full, may be some opening soon, currently a waiting list
Deferred maintenance projects wrapping up – energy saving project is the final one
2nd round of deferred maintenance funds – hoping to receive after July 1 for pre-approved projects.

Faculty Senate:

Staff Council:
Staff working hard and preparing for the end of the semester, summer camps, etc.

SGA:

APPENDIX D

Location: MCCC 319
Date: May 13, 2026
Time: 11:00 am – 12:00 pm

Facilities Committee / Threat Assessment Meeting Minutes

I. Call to order

Tom Ratliff called to order the regular meeting of the Facilities Committee/ Threat Assessment on May 13, 2026 at 11:00 am in MCCC 319 room.

II. Committee Members Present & Absent:

- Jason M. Phares – Present
- Eric L. Marks - Present
- Michael Wheeler - Absent
- David E. Hutchison - Present
- 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 - Absent
- Larry R. Baker -Absent
- Graylin Floyd - Absent

III. Approval of minutes from last meeting

Unanimous.

Location: MCCC 319
Date: May 13, 2026
Time: 11:00 am – 12:00 pm

IV. Action Items:

- **Confirm mural logistics**
  Contact the mural artist today after the meeting to confirm start date, required materials/equipment, and whether the mobile or fixed painting setup will be used; report back on any access or staging needs for Tuesday start.
- **Brief elevator technician & obtain update**
  When the elevator technician arrives, provide a full briefing of observed faults (button/floor behavior), obtain a written assessment, parts/timeline estimate and confirmation whether the $130,000 full upgrade is required or if interim fixes are possible, and circulate findings to the committee.
- **Review Brightly/work-order migration with Eric**
  Coordinate with Eric to step through the Brightly migration, clarify the distinction between work requests and formal work orders, remediate bond/documentation issues with contractors, and produce a short checklist for departments to submit funded work orders (target before July funding cycle).
  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

- Minutes for April 15, 2026 were approved. No new agenda requests were raised at the start.
- Ongoing capital and deferred-maintenance work is active across sites: locks/cameras, track, elevator, handrails/parking, amphitheater, and Morris Family Project — several items await funding or vendor action.
- Critical items: elevator full upgrade ~$130,000 (parts unavailable; safety/ADA impact), cameras delayed due to contractor emergency surgery, and a second/final round of deferred-maintenance funds expected (amount not yet disclosed).
- Short-term operational pressures: staffing for summer maintenance (posting up to 10 hires; 315 views/ 0 applicants so far), fleet availability and costs, and storage/space constraints causing safety concerns.

Minutes & Governance

- Meeting minutes from April 15, 2026 were moved, seconded and accepted unanimously.
- No additional formal agenda items were introduced at the opening; chair gave a project overview instead.
-Finance/funding for deferred maintenance remains tentative: officials confirmed selection of projects but will not disclose final dollar amounts until formal written award/contract is received.

Location: MCCC 319
Date: May 13, 2026
Time: 11:00 am – 12:00 pm

Deferred-maintenance program & master plan

- The state will provide another round (described as the second/final round) of deferred-maintenance funds; the dollar amount is not yet formalized in writing and remains subject to change when the contract is issued.
- Review process in progress: selected 4 projects from a multi-year list; projects were prioritized from submissions over the last 4–5 years.
- Team will reconcile previously transferred inner-contract overages and identify which projects remain
  to complete (examples: retaining walls, parking-lot repairs, elevator repairs, HVAC work).
- Next step: finalize formal award letter and circulate contract for review before any expenditure; until the award letter arrives teams should avoid committing those funds.

Locks, cameras & vendor delays

- Locks work in Pickens continues; no firm completion timeline reported.
- Cameras were scheduled to be delivered/installed but installation was delayed because the vendor had an emergency surgery; vendor texted that they will call to re-schedule and more info expected later today.
- Bond paperwork for the HVAC contractor was submitted incorrectly twice; a third corrected submission is in process to route to the Attorney General for approval.

Track & Morris Family Project

- Track work remains on schedule to start in about two weeks; originally targeted the 18th but weather could delay start by ~1 week.
- Morris Family Project: steel deliveries have arrived (noted 4 truckloads) and crews plan to start putting down flooring next week and to stand steel quickly; sequencing anticipates fast exterior framing once steel is up.

Elevator (building vertical transport)

- Elevator remains out of service; technicians could not source parts and recommended a full upgrade.
- Estimated upgrade cost: ~$130,000.
- Operational implications: current panels require new circuit boards and button controllers when the OS/panel is changed, making the upgrade costly and complex; students and parents have reported access issues over recent months.
- Funding/timing constraint: cannot expend anticipated state funds until a formal award letter is received (likely after July 1); if award letter arrives, work will be scheduled and vendor will be briefed on observed button/floor behavior.
- Next step: elevator tech is scheduled to come in today; team will brief tech on all observed symptoms and get an updated timeline/report.

Location: MCCC 319
Date: May 13, 2026
Time: 11:00 am – 12:00 pm

Brightly system & Work-request process

- The organization is transitioning from an old work-request system to the Brightly work-order system (paid by the state).
- Current state: some users are still submitting requests via the old system (saved links) and the two systems do not integrate smoothly (no copy/paste transfer).
- Practical impact: dollar-sign fields and approval routing differ; staff must be trained so requests become funded work orders rather than informal requests.
- Next step: continue to migrate requests to Brightly and update workflows; leadership may need to clarify expectations so departments submit formal work orders where budget is required.

HVAC / Contractor issues

- The HVAC contractor submitted documentation incorrectly twice; team is awaiting corrected bond paperwork and the third submission for review.
- HVAC-related deferred-maintenance items remain on the list; some money had to be reallocated internally earlier to cover overages but the new funding round could restore those items.

Handrails / Amphitheater / Parking lot

- Temporary wooden handrails were installed while permanent metal handrails are delayed; replacements are on order.
- Amphitheater is a deferred-maintenance project on the list (no new status beyond being included).
- Parking-lot paving was discussed: base paving may take ~10 weeks; contractor sequencing requires base work then paving; timing unclear and may require the next funding round or some local contribution.

Staffing & Summer maintenance hiring

- Plan to post jobs today for up to 10 general maintenance workers (not OAs) to help with stripping/cleaning floors, moving furniture, etc.
- Posting metrics: 315 people viewed the posting but 0 applied previously; pay rate adjustments were discussed (some living-pay differences noted).
- HR/action: resume outreach and coordinate with Jesse Curtis/GAs for candidate recruitment; consider alternative sourcing (local contacts) to secure summer help.

Location: MCCC 319
Date: May 13, 2026
Time: 11:00 am – 12:00 pm

Fleet, shuttle & transportation economics

- Proposed fleet usage rates established: $35/day per car, $50/day per van, $500/day per bus. Initial volume planning was reduced from 1,000 to 500 (planning target).
- Fleet trade-offs discussed: renting buses for short events (example: Fine Arts) can cost $6,500–$7,000 for four days vs operating own fleet for $2,000–$2,500.
- Bus condition: two older buses show >1,000,000 miles, two newer buses ~500,000 miles; breakdowns are possible and operating risk remains.
- Conclusion: keeping an owned fleet gives flexibility and long-term savings but requires driver staffing and maintenance resources.

State inspections & building repairs (academy / hotel)

- A Department of Corrections/state health-style inspection required repainting and cleaning in nearly every inspected room; structurally and mechanically the buildings passed, but cosmetic items (paint, carpet nap, minor wear) were written up and will require remediation.
- Team will request an exemption to permit phased painting/repairs over time so permit approvals can be issued rather than requiring all work be completed at once.

Storage, room reassignments, and safety concerns

- Multiple room reassignments occurred (volleyball coach moved into Mesinee-area mental health room in Waco; discussion of moving volleyball and making mental-health spaces more private).
- Storage/space pressures: demo work and added teams have reduced storage and created items in hallways; fire-exit and egress concerns were raised — leadership emphasized urgency to clear hallways and stop using exit routes for storage.
- Next step: leadership will increase pressure on teams to remove items from hallways and secure storage; coordinate post-summer to resolve longer-term storage and demo sequencing.

Community mural & facilities for events

- Downtown mural work scheduled to start Tuesday, expected duration about two weeks; painting team prefers the more mobile spray setup but can adapt to provided materials.
- Parking-lot layout for the mural and other events has been mapped; painting and layout for parking lot lines are planned to support the mural and Folk Festival timing.
- Action: artist scheduling and materials to be confirmed; teams plan to avoid blocking entire lots and use far-side staging to minimize disruption.

New business: marketing / facilities list consolidation

- There is an existing but scattered facilities/space list spread across the web and departments; recommendation to consolidate a single marketing/ facilities card (brand piece) so student orgs and departments understand available facilities and costs.
- Suggestion: prepare consolidated marketing material, likely under the president's office or facilities page, ready before fall term.
- Next step: revisit this over the summer and prepare to publish before students return.

Outstanding risks & next steps

- Major risk areas: elevator out of service (safety/ADA), camera installation delays, contractor documentation delays (bond), insufficient summer maintenance staffing, storage/egress hazards.
- Leadership will wait for formal award letters before committing major deferred-maintenance expenditures; meanwhile teams will refine plans, coordinate temporary mitigations and vendor briefings.
- Expect follow-ups: elevator technician visits today; camera vendor to call to reschedule; contract/award circulation when formalized; murals and parking lot prep to coordinate for immediate two-week window.

VI. Adjournment

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