Glenville State College
Staff Council Minutes
August 27, 2024
IN-PERSON/TEAMS

I. Call the Meeting to Order
    i. Chair, Eric Marks, called the meeting to order at 8:35 am
II. Attendance
    i. Members Present: Eric Marks, Cody Moore, Robin Meadows, Jenny Boggs, Adrian Duelley, Chelsea Stickelman, Chris Carver, Ashley Nicholas, Jason Phares
    ii. Members Absent: Leslie Mason, Casey Smola, Jim Chapman
    iii. Other Attendance: Lora Stump, Heather Moyers, Jessica James, Wendy Broome, Samantha Conrad, Kendra Pullen, Carrie McKeown, Leslie Ward, Emily Turner, Jeremy Carter, Lori Ratcliff, Max Anderson-Lake, Megan Evans, Lisa Eagle, Sadie Murphy, Tegan McEntire, Peggy Runyon, Rachel Adams
III. Review of Minutes from the Last Meeting
    i. Adrian motioned to approve the minutes with the correction to Leslie Mason's name, and Cody seconded. All were in favor, none were opposed, none abstained. Motion passed.
IV. Reports
    i. Human Resources – Tegan McEntire
        i. Tegan asked that everyone contact Carrie before letting student workers acquire hours. Once they are in the system Carrie will email the student and the supervisor letting them know it is ok to work. Students who went to work for other state agencies could have been removed from our system. So even if they worked for you before you should check with Carrie.
        ii. Tegan encouraged people to reach out if they needed training as a timekeeper.
        iii. Aaron Frame is in need of catastrophic leave if anyone would like to donate.
        iv. The holiday schedule shows Monday is a holiday and we are off work.
    ii. Treasurer – Jason Phares
        i. There is no Treasure report for this month
    iii. Board of Governors – Leslie Mason
        i. There is no Board of Governors report for this month.
    iv. ACCE – Jenny Boggs
        i. Retreat Meetings Highlights from July Meeting- Dr. Sarah Armstrong Tucker, Chancellor HEPC began our meeting with continued discussions

on the state of the FAFSA issues. She had met with the Dept of Education and learned the FAFSA was promised to be ready by 10/1, but they believe they are not going to make that deadline. They hired additional consultants who've discovered even more issues than what was reported before and there is still no timeline as to when the issues will be fixed. Everyone is concerned about what the FAFSA problems will mean for college enrollment and fears many students will be forced to drop classes due to lack of funding. Tucker hopes to: 1. get the institution into a more stable place with cash flow. 2. Didn't want the FAFSA issues to force budget cuts. 3. Hopes to have emergency grants available for students who were relying on academic scholarships but didn't have the scores due to the pandemic. They also spoke about student loans, the government forgiveness program and initiatives to limit the amount students can take out in loans. One ACCE member mentioned that other states are making FAFSA completion mandatory in high school. Tucker said Delegate Capito tried to pass that same mandate a few years ago and it was not supported. Tucker said in regards to the Legislative discussion – it's going to be a late session. A lot of changes and it's not clear who is going to be the new senate president. House is going through several changes, and we'll have a new governor. Fully funding the funding formula is important, but priority was set on everything but. No huge initiatives right now. Outcome based funding – is the performance funding model that was implemented 2 years ago. The model first measured performance, and second, it had an inflationary rate adjustment. when the legislature reviewed the model, they funded the performance portion and did not fund the inflationary rate, as a result, Higher Education lost 1.5 million in funding and that was not the intent of the model.

Before ending our session with Dr. Tucker, our ACCE reps requested that someone from HEPC sit on the ACCE Council, and we asked for a list of classified staff members who work at HEPC.

ii. We also expressed our frustrations for the Pay Scale project and concerns about the temporary pay salary that was released until the pay scale project is complete. We reminded Chancellor Tucker that the Faculty are still being paid based on the current market rate, while staff is not. High turnover for staff positions was discussed and the fact that no school is tracking why people are leaving. Taryn and Trish from HEPC joined the meeting and said they didn't have anything new to share. They mentioned the threshold for the FLSA has changed – they are trying to invent new non-exempt title codes and to make sure overtime is limited and must be approved in advance. Most institutions have expressed a

concern only with the outreach counselor positions in regards to the FLSA changes. They are in the process of lowering the number of z codes – which were codes created during implementation because there was no system for non-classified employees. Institutions didn't want to track those positions so they are trying to shift over to non-z codes so they will know what the job actually is (for example, what type of director). Trish mentioned they can't eliminate z codes completely – because presidents and VP's will still have z codes. In regards to the market pricing project, Taryn is still working with the benchmarking specialist for market pay – comparing the data and benchmarking the jobs. They have uploaded the new salary schedule in market pay with the data they have so far. An ACCE member asked how many batches are needed and how many have been done. Taryn said they are about a quarter of the way through. Of all 19 institutions, there are still a handful that have not provided descriptions. But they are on the second batch and each batch has 4 or 5 institutions. They are trying to create consistent descriptions. Before ending the session, an ACCE member asked if there were any highlights from the world at work conference HEPC attended and Taryn said there is a big focus on AI and the various benefits of utilizing it. Also, there is talk of employee tailored benefit packages allowing employees to pick benefits based on life events – senior care, child care etc. but nothing concrete at this time. Also, a general discussion brought up that all staff members should know that a "Classification appeal" is still in place if you don't agree with how you're being paid. The process to update a position is in series 55 of state code. Finally, all staff should know that Employee Salaries for Higher Education is reported every October to HEPC and published on the WVHEPC webpage. You can click on the Data and Publication link, then on Human Resources and choose the Salary Snapshot. You can filter by job codes to see what other people in the state with your same code is making. Kristen Boggs discussed the WV Open Meetings Laws and shared a powerpoint. You should've gotten a copy of the powerpoint with the meeting reminder, but please email me if you did not and I will forward it. Some of the highlights include the procedures for closing a meeting or going into an executive session, who can vote and when, and what must be included in the minutes. She also said anyone can contact the Ethics Commission with questions or concerns they may have and that their website has a good Q&A section. Dr. Georgieva, the Senior Director of Research for HEPC gave an overview of the implementation of the outcomes base funding formula and how it establishes a benchmark for each institution. Many of the remarks were similar to chancellor Tuckers in that the final decision was to use the

formula but remove the inflation adjustment component. Finally, an ACCE group roundtable of best practices for their staff councils provided the following ideas: The President or Chief of Staff should attend as many staff council meetings as possible. This makes people feel like they are being heard. Consider creating a teams space for an executive board so that staff share their concerns with their representatives they can post it to the board and the chair can use this to create the next meeting agenda. Southern CTC sends congrats and condolence cards to the faculty and staff on campus. Every 2 years they present a review of the WV code and how it ties to classified staff. Last October they instituted a week-long staff orientation. They have workshops on travel, benefits, and employment (w-2, etc) info, they provide a walking tour, IT explains technical accounts like how to use email, oasis, banner, how to request time off, etc. and Department Supervisors break down job duties and responsibilities. Northern – does training on Roberts's rules of order. Their staff council works with HR to create a listserv that is updated every time a staff member is hired or departs so an email is sent to all newcomers reminding them of meetings and initiatives. The Staff Council does a staff orientation explaining who and what the council does. One school said their group was interested in training on pay grades, and how an employee can move through the pay grade. Not the HEPC guide, but something tailored to the school's policies. What about the movement for additional years of service or experience and there is a merit system? Concord has a committee formed that looks at the job family and reviews the compensation for each person. They also create a fact sheet that is physically shared with the BOG that highlights the following: - how many Staff members have degrees and what level, - the Staff Council scholarship fund and how it is distributed - how many staff have been promoted and how many have left and why- if they have fundraisers, they report what they did and how much was raised- It shows volunteerism and how departments helped around campus and in the community. - policy issues that need addressed, or if they think the school is not adhering to policy - Reports how many of the staff attend the meetings.- Report student comments if heard (from fin aid usually) – an issue that needs addressed. - present issues Highlighting positives first – then bring up negatives One council meeting is dedicated to deciding what will be on the report – once a year. But if there are times throughout the year that something is needed – they will still report it. They also send it digitally. One reminder was that a staff council should NOT take stuff to the BOG that hasn't been discussed with HR and the president first. A final remark was that all institutions need to check their

webpage and update member pics, info, meeting dates and times posted often.

e. Chair/Cabinet – Eric Marks
   v. Eric reported that at the last cabinet meeting they discussed welcome back week and the construction that is happening on campus.

V. Committee Reports
   i. Facilities and Threat Assessment – Eric Marks
   Eric reported that the facilities committee has not met.
   ii. Threat Assessment – Eric Marks
      i. Eric reported that the committee has not met.
   iii. Co-Curricular Assessment – Chelsea Stickelman
      i. Chelsea reported that the co-curricular assessment committee has not met but is scheduled to meet today.
   iv. ULC – Eric Marks
      i. Eric reported that ULC has not met.

VI. Old Business
   i. Staff Professional Development Discussion – Application
   Chris said he spoke with Tim Henline and Tim would like to see the state form added to the application. Eric explained that it was part of the process and the form stated that if you left your position outside of the allowable timeframe you would be expected to pay back the funds you received. Robin read her suggested edits to the staff professional development form. At that point, Robin motioned and Chris seconded that the edits to the staff professional development application be sent back to the committee and for the committee to meet and discuss. All were in favor, none were opposed, none abstained. Motion passed.
   ii. Constitution Update - Eric Marks
   Eric reported that the sub-committee responsible for reviewing the constitution has not met yet. Eric asked if anyone else would like to sit on that committee and Robin, Chris, and Jason volunteered.
   iii. Robin reported that the committee met and had some great ideas. They decided to send out a survey to see what dates and training would be most beneficial. October 4th was the top choice for the date. The committee will meet again to create a schedule for the training.

VII. New Business

   i. Eric reported that there were two staff professional development applications to approve. Both were for $1000 and both applicants had completed the necessary paperwork. Applicants were voted on separately.
   Samantha Conrad – Adrian motioned to approve Sam's application, and Robin seconded. All were in favor, none were opposed, none abstained. Motion passed.

Chris Carver - Robin motioned to approve Sam's application, and Adrian seconded. All were in favor, none were opposed, none abstained. Motion passed.

ii. Admin Policy 1 is attached please review and submit comments.

VIII. Adjourn

i. Adrian motioned to adjourn the meeting, and Robin seconded.
ii. Meeting adjourned at 9:27 am

Respectfully submitted,
Robin Meadows, Secretary Date: June 26, 2024