

Glenville State College  
Staff Council Minutes  
September 17, 2024  
IN-PERSON/TEAMS

- I. Call the Meeting to Order
  - i. Chair, Eric Marks, called the meeting to order at 8:34 am
- II. Attendance
  - i. Members Present: Eric Marks, Cody Moore, Jenny Boggs, Robin Meadows, Adrian Duelley, Chelsea Stickelman, Chris Carver, Leslie Mason
  - ii. Members Absent: Casey Smola, Jim Chapman, Jason Phares, Ashley Nicholas
  - iii. Other Attendance: Cole Herdman, Lora Stump, Peggy Runyon, Jessica James, Carrie McKeown, Samantha Conrad, Max Anderson-Lake, Megan Evans, Marcus Spinks, Tegan McEntire, Emily Turner, Kendra Pullen, Gabrielle Dean, Lora Freeland, Jeremy Carter, Stephany Amos, Naomi Sanders, Sheri Goff, Wendy Broome, Amanda Stafford, Lisa Eagle, Kathy Gilbert, Lori Ratcliff
- III. Review of Minutes from the Last Meeting
  - i. Cody motioned to approve the minutes and Leslie seconded. All were in favor, none were opposed, none abstained. Motion passed.
- IV. Reports
  - i. Human Resources – Tegan McEntire
    - i. Carrie has been working hard on student works. Email her if you are hiring. The students and time keeper will get an email once they are approved to work. Timekeepers will be getting a list of their workers to approve. Keep in mind that sometimes student workers work in two departments, when that happens Carrie lists them with the department they work the most in.
    - ii. Everyone should be looking at their paystubs. Call Jenny or HR if you have any problems.
  - ii. Treasurer – Jason Phares
    - i. There is no Treasure report for this month
  - iii. Board of Governors – Leslie Mason
    - i. The Board of Governors will be meeting tomorrow for the ribbon cutting of the Health Science Center at noon in the atrium of WACO center. The hall of fame dinner and derby are the last weekend of the month.
  - iv. ACCE – Jenny Boggs
    - i. Will meet tomorrow.
- e. Chair/Cabinet – Eric Marks

- v. The cabinet prepped for the board meeting/ribbon cutting.
- 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 unintentionally missed the meeting. Trae reported that the committee was going to start reviewing assessments from last year.
  - iv. ULC – Eric Marks
    - i. Eric reported that ULC has not met.
- VI. Old Business
  - i. Staff Professional Development Discussion – The subcommittee did not meet.
  - ii. Constitution Update - Eric reported that the sub-committee responsible for reviewing the constitution has not met yet.
  - iii. Robin reported that the committee met and had set a preliminary schedule for the training. They will be sending out an interest survey, please respond so they can have an idea of how much food to get.
  - iv. Please don't forget to review the administrative policy and send questions and concerns to Eric.
- VII. New Business
  - i. Please look over the academic calendar and send in questions, comments, and concerns.
  - ii. Eric reported that there was one staff professional development applications to approve. Jeremy Carter for \$701 had completed the necessary paperwork. Chelsea motioned to approve the application, and Adrian seconded. All were in favor, none were opposed, none abstained. Motion passed.
  - iii. Leslie Mason discussed the emergency operations policy and who was essential and who was not. She will investigate further. She also had concerns if all staff would be able to attend the training day.
  - iv. Admin Policy 1 is attached please review and submit comments.
- VIII. Adjourn
  - i. Cody motioned to adjourn the meeting, and Leslie seconded.
  - ii. Meeting adjourned at 8:57 am

Respectfully submitted,  
Robin Meadows, Secretary

Date: September 20, 2024