

**Glenville State University
Staff Council Minutes
October 16th, 2025
TEAMS ONLY**

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, Carrie McKeown, Rachel Clutter, Pam Brown, Adrian Duelley, & Leslie Mason
- b. **Members Absent:** Cody Moore, Jim Chapman, Ken Cizek, & Leslie Ward
- c. **Other Attendance:** Bri Hetrick, Mary Jones, Max Anderson-Lake, Samantha Snider, Heather Moyers, Emily Turner, Jeremy Carter, Lori Ratliff, Lisa Eagle, Kendra Pullen, Jessica Burton, Lora Stump, Stephany Amos, Rachel Adams, Lora Freeland, & Jenny Boggs

III. Review Previous Meeting's Minutes

- a. Leslie Mason motioned to approve the minutes, Pam Brown seconded. All were in favor, none were opposed, none abstained. Motioned passed.

IV. Reports

a. Human Resources – Tegan McEntire

- i. No new updates.

b. Treasurer – Cody Moore

- i. Eric Marks gave the Treasurer's Report
 - 1. Balance of Staff Development Budget: **\$17,466.09**
 - 2. Balance of ACCE Budget: **\$1,704.12**
 - 3. Balance of Ginny Grottendiek Scholarship: **\$3,305.41**
 - 4. Balance of Staff Council General Fund: **\$505.91**

c. Board of Governors – Leslie Mason

- i. Leslie Mason gave the B.O.G. update
 - 1. Please see **Appendix A** for full report

d. ACCE – Leslie Ward

- i. Leslie Ward was absent & Eric Marks will reach out for report
 - 1. No new updates from ACCE.

e. Chair/Cabinet – Eric Marks

- i. Eric Marks gave the Chair/Cabinet Report
 - 1. Please see **Appendix B** for full report

V. Committee Reports

a. Facilities & Threat Assessment – Eric Marks

- i. Had a Facilities Meeting on September 24th
 - 1. Amphitheatre soft opening on Oct. 16th
 - 2. Moving to Stage 2 of Health & Wellness Center at Waco
 - 3. Teams calls about Roofing Projects
 - 4. Moving forward on Lock Projects as we get funding
 - 5. Contracts to move forward with Cameras & Lighting projects
 - a. Phased approach
 - 6. Looking at different HVAC Control Systems
 - a. Rather expensive
 - 7. Temporary use of room in Nursing for Mental Health Counselling
 - a. Provide a more private location at Waco for counselling
 - 8. 2 BIT reports that were student-related (not Facilities)
 - 9. LBH Tower is open for use (no safety issues)
 - 10. Pioneer Village is getting new thermostats to resolve HVAC issues
 - 11. State wants to lease rather than purchase Fleet Vehicles
 - a. Looking into best course of action to replace aging vehicles
 - 12. Complaints about Laundry Room being used at Pioneer Village
 - a. People using it that do NOT live in Pioneer Village
 - b. Students want locks specific to Pioneer Village occupants

b. Co-Curricular Assessment

- i. Kendra Pullen gave the Co-Curricular Assessment Report
 - 1. Went over Outdoor Recreation Report last meeting
 - 2. Next report is Counseling Center

c. ULC – Eric Marks

- i. No new updates.
- ii. ULC meets tomorrow (October 17th, 2025)

VI. Old Business

a. Meeting Location

- i. Plan to contact Darlene in Physical Plant for list of available places
- ii. Will generate a survey to send out to Staff Council for vote

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

- i. Checked in with President's Office for an update
- ii. They're checking it against similar policies for verbiage & consistency

c. Salary Taskforce Committee (Jeremy Carter – Update)

- i. Met on September 22nd to review the survey results
 1. Generated statement from the results to be presented
 2. Please see **Appendix C** for the full statement
- ii. Next Action Item: studies of 5 similar institutions to compare
 1. Bluefield State University, Concord University, West Liberty University, University of Virginia, & WVU Institute of Technology
 2. Take a month to compile a report while Tegan McEntire does the same for our institution and then report back to Staff Council

d. Halloween Committee (Rachel Clutter – Update)

- i. Several emails have been dispersed to campus about our events
 1. Thursday, Oct. 30th: Apple Cider/Donut Social
 - a. David Hutchison providing payment for the cider & donuts
 2. Friday, Oct. 31st: Trick-or-Treat
 - a. 11 offices have signed up to participate
 3. Friday, Oct. 31st: Costume Contest @ Library
- ii. Carrie McKeown got confirmation from Tom Ratliff to use Amphitheatre for Social & Trick-or-Treat
- iii. Grace Capron has created flyers to be dispersed on campus
- iv. Robin Meadows donated decorations for the tables at the Social

e. Handbook Committee (Jeremy Carter – Update)

- i. Making a ton of changes (adding & removing language)
- ii. Currently on page 15 of 69 total pages
- iii. Committee has grown since the volunteers of last meeting
 - 1. Eric Marks, Robin Meadows, Carrie McKeown, Amanda Stafford, Dustin Crutchfield, & Leslie Mason
- iv. Currently meet at 3pm every Tuesday (anybody is free to join)

VII. New Business

a. Election Results for Rep. Position

- i. Jeremy Carter was elected as Cody Moore's replacement

b. New Treasurer

- i. Robin Meadows nominated Jeremy Carter for Treasurer
- ii. Jeremy Carter accepted

VIII. Adjourn

- a. Jeremy Carter motioned to adjourn, Robin Meadows seconded. All were in favor, none were opposed, none abstained. Motion passed. Meeting adjourned at 10:44am.

**Respectfully submitted,
Grace Wellings, Secretary**

Date: November 11th, 2025

APPENDIX A

Board of Governors committee meetings October 8, 2025

HR Updates

Went over open positions, newly hired and newly titled

Facilities Updates

- Construction with tower ongoing, should receive the safety clearance to re-occupy the tower asap
- Bid opens for Morris Family Health and Wellness Center building 10/14
- Scoreboard has been installed, bleachers installed around Nov 1
- Science Hall roof project will begin 10/20 then Library and LBH; there will be road closures during this so please be patient
- Pioneer Way-soft opening October 16. Light up the Night Reception 4:30-5:30
- Trae will attend National Behavior Intervention conference
- Domestic violence events this month-October 8 & October 22
- Campus beautification efforts across campus-looks terrific

Foundation Updates

- January 27-GSU day at the Capital
- Pre-game tailgates have been successful-good crowd
- Homecoming-October 18 in Nicholas County-Alumni party
- We will have naming opportunities as we continue the projects
- Alumni Association is working on a custom license plate-working with marketing on a design
- Business Hall of Fame-October 17
- October 22-Legislative reception
- October 24-Derby
- Nov 11 – Dracula
- Nov 14 – Fine Arts 150th Celebration
- Nov 15 – Boxing’s War in the Waco
- Nov 19 – Scholarship Dinner
- Nov 21 – Kids Day at Waco

Enrollment and Student Life:

Undergraduate : FA25 161 FA26 157

Graduate : FA25 0 FA26 1 (30 not have paid the fee)

International : 50 have reached out with interest for the Match platform. We have made 599 offers with is an interest rate of 8%.

Fall Open House is tentatively scheduled for November 15th and we are working to get that event information up on our new Outcomes student portal.

Pioneer Support Center Our 4-week grade outreach is complete. PSC utilized Campus ESP to engage parents in asking their dependents about their grades. Mid-term grades are coming up, and we will run a similar intervention strategy.

Career services partnered with foundations to host a career exploration day which included alumni and donors as guest speakers in the Presidents auditorium. The event was well attended.

Pioneer Support is working on marketing of their services. The team has created short videos for social media which will be rolling out on GSU's YouTube, Facebook, Instagram, and TikTok accounts. Pioneer Support has also advertised through new informational flyers and bulletins which are out across campus.

Student Affairs - Student Life

- Analyzing orientation attendance data with upcoming census numbers Student Life unit's policy overview
- Marketing improvements with new Student Life Office structure
- Strengthening student engagement through surveys and focus groups
- Awaiting new mobile student ID integration

Residence Life

- Moving forward with eRezLife housing software integration
- Student-led Residence Life Association has been established
- International student living and learning community established and operational in Goodwin Hall
- New furniture has been installed in Goodwin Hall and Veteran's Lounge is operational
- Conducting a needs analysis for furniture, painting, and upgrades
- Goodwin Hall electronic door locks are operational

Campus Life

- New Director, Patrick Montgomery
- Campus Life was previous Student Activities
- Implementing a student leadership training series
- Continuing student engagement tracking
- Expanding previous student activities assessment to include student organizations
- Implementing student activities board

Aquatics & Recreation

- Continuing healthy eating classes (have been adopted through the Aramark region)
- Sustainable water bottle and bottle filler program still operating
- Conducting team workouts in the pool
- Exploring group fitness class options for Fitness Center

Academic Affairs:

1. Higher Learning Commission related issues
 - Midland Trail High School site visit 11/14/2025 Mock visit 11/10/2025
 - Calhoun County Middle/High School site visit pending
 - Huttonsville Correctional Center and Jail site visit tentatively 12/3/2025
 - FCI Gilmer site visit tentatively 12/4/2025
2. Status of new or proposed programs:
 - MA in Counseling Psychology
 - ASN/ADN Nursing
3. Status update on any potential academic partnerships with GSU
 - 60 + 60 Taskforce and HEPC efforts New River CTC Articulation Agreement Signed Work with Pierpont CTC
4. Looking forward
 - Strategic Plan – ongoing work
 - Feedback from survey on mission, vision, goals-most agree should not be changed
 - Overload Task Force update

Finance:

- Account Receivable-good trend-currently focusing on unpaid bills from Fall '20 to Summer '22 - offering them to pay 50%
- Received approval to install a bill-pay module on our website so we can collect online payments and offer other types of payment plans
- Financial Audit is ahead of schedule, Single Audit ongoing
- State Appropriation-we will be cut 2% for FY27 (\$170,965)
- BOG is considering tuition increases-2-4% increase still makes us the lowest in WV at this time-must decide by April 2026
- Campus Housing: 12-14 roof installed
- AB Building: New faculty desks/chairs, water damage repairs, painted hallways, etc
- Wage Compression-ongoing
- Campus Beautification-amazing

Athletics:

- Big win over Fairmont last weekend-soccer win and golf teams and XCountry are looking good for commissioner's cup.
- We are looking at 5-year eligibility
- Highlighted the success of some early Fall fundraisers in the department
- Upcoming "Save the Date" Athletic events
 - October 24-Pioneer Derby
 - November 1-Wrestling invitational
 - November 11-gift wrap event
 - November 15-War in the Waco
 - November 21-Kids day-1400 students have committed. We play Bluefield that day.

President Manchin Updates:

- Commend Tim and IT departments for working on the upgrades
- We cannot sustain with small classes-we are a business and an educational institution
- Commend Mari on working on the overload process-she is working with all but at some point a decision has to be made
- Incredibly proud of the faculty and staff

Ann Green, BOG Chair

- Blown away by how hard everyone works
- Board of Governors vacancy-waiting on the governor for final approval of Steve Gandy and Maj Gen Bill Crane
- Next Full Board Meeting: October 23, 2025 will be held at Stonewall (10/22/25 required Board Retreat)

Attribution to Maureen Gildein for her report to faculty

APPENDIX B

President's Cabinet Meeting

10/14/25

- I. VP for Academic Affairs
 - a. HLC is visiting Calhoun County and Midland Trail High Schools as official GSU sites in the coming months. They will also visit Huttonsville and FCI Gilmer. Mock site visits will be conducted in advance.
 - b. They are still looking for a coordinator for the Huttonsville program.
 - c. Intent to plan documents for the MA in counseling as well as a nursing program are in process.
- II. VP for Enrollment Management
 - a. Most of their counselors are on the road. Application numbers are trending up. Making decisions on which out-of-state areas to prioritize recruitment and which areas to move down the priority list based on past results.
 - b. They have had good engagement with HoCo stuff so far.
 - c. They are working on their virtual tour based on student input.
- III. VP for Advancement
 - a. Thursday there's a reception for faculty, staff, and special guests at the President's House 4:30-5:45 pm prior to the ribbon cutting at the amphitheater.
 - b. Business HoF is Friday 5:30-6:30 with dinner to follow. If you are interested in attending RSVP today.
 - c. HoCo tailgate at Summersville prior to kickoff (1:30 pm). There will be an alumni event following the game at the Tractor Inn.
- IV. VP for Business & Finance
 - a. They finished the audit.
 - b. They have cut the operating deficit in half in the span of several (3-4) years. The operating deficit does not take into consideration state appropriated funds for GSU so running a deficit is not in and of itself a bad thing and running a much smaller deficit in this area is a very good thing.
 - c. Unrestricted net capital assets are positive for the first time ever.
 - d. These are positive signs and good reporting for upcoming HLC visit to campus (fall 2026).
- V. VP for Admin (Tommy Ratliff proxy)
 - a. Misty Miller has taken over Cody Moore's duties following his departure.
 - b. There will be a flower planting ceremony Thursday at 3:00 for the amphitheater.
 - c. Roof projects should commence Oct. 20 starting with Science Hall and moving through the others. LBH will be the last one done. This construction will affect traffic flows and parking on campus. Be alert to emails regarding such matters, as they will be coming.

- VI. Director of Athletics
 - a. Golf did well at the MEC Championship (runners up in both men and women). Football defeated nationally-ranked Frostburg State.
 - b. There are approximately 2,000 school kids scheduled to attend Kids Day at the Waco in November.
- VII. Faculty Senate
 - a. There are 3 vacancies to be filled on the Promotion and Tenure Committee.
- VIII. Staff Council
 - a. Staff Council is currently holding a special election to fill the position vacated by Cody Moore.
 - b. In addition, the Council has formed several subcommittees to address key initiatives:
 - i. **1. Pay Scale Committee:** The Pay Scale Committee recently conducted a staff-wide survey to gather input and help guide their work. This feedback will assist the committee in effectively meeting its goals. This committee was formed by the request of Ann Green.
 - ii. **2. Handbook Committee:** The Handbook Committee meets weekly and is in the process of reviewing and updating the Staff Handbook. As the handbook had not been revised in several years, many updates are needed to reflect changes that have taken place at the institution.
 - iii. **3. Halloween Committee:** The Halloween Committee is meeting as needed to plan seasonal events. Three activities have been scheduled for Halloween Week:
 - 1. **Thursday, October 30:** An Apple Cider/ Donut Social will begin around 11:00 a.m. Special thanks to Dave Hutchinson for generously funding this event. All faculty, staff, and students are invited to attend.
 - 2. **Friday, October 31 (Halloween):**
 - a. **Trick-or-Treat at the Amphitheater:** Faculty and staff are invited to set up tables for a student trick-or-treat event. Eight departments/offices have already signed up to participate. This even will begin around 11:00am.
 - b. **Costume Contest:** Staff Council is partnering with the Library to expand the Halloween Costume Contest to include both faculty and staff.
 - c. *It was the goal of Staff to create activities that would be inclusive and welcoming to faculty, students, and staff.*
 - d. The next Staff Council meeting will be held this **Thursday at 10:00 a.m.**
- IX. Student Government
 - a. Graylin presented the analytical summary of a student survey regarding Library Hours/Preferences. Most students are hoping for extended hours (maybe not 24/7 yet) because they have afternoon activities, then dinner, then there is not much time to get to the Library after that. Safety was a concern, but after we install cameras and lighting, those concerns should be ameliorated. Staffing is a concern, Mari and Jason Gum are discussing.
 - b. Students expressed an interest in having PODS available in Goodwin, PV, and Waco to access food after the Musket has closed. SGA is discussing with Aramark.
 - c. SGA has requested extended hours for shuttle service.

APPENDIX C

The Pay Scale Subcommittee has conducted a survey of the staff at Glenville State University (GSU) and received 62 responses. All of the responses were candid, well thought out and constructive about compensation, morale, and institutional priorities. We appreciate those staff that were able to take a few minutes and complete the survey for us. This information is shaping what this subcommittee is undertaking and provides a clear path for issues that need to be addressed and will have the most impact on the staff at GSU.

Overall, employees expressed dissatisfaction with pay equity, financial insecurity, and recognition of their work. The responses also outlined clear expectations for the subcommittee's role, including evaluation pay structures, advocating for fairness, and ensuring competitive compensation practices.

Staff reported frustration that across the board raises do not resolve pay inequities, with some positions underpaid while new hires often receive the same pay as experienced staff. Rising PEIA costs and inflation erode small raises, leaving many financially insecure, and some reporting needing a second job to make ends meet. Staff also highlighted morale concerns, noting that "doers" are often assigned extra work without compensation, while faculty receive stipends for additional duties that they take on. Leadership and institutional priorities were questioned, particularly the decision to add administrative positions while frontline areas remain under-supported. Overall, employees called for systemic, sustainable approaches rather than temporary fixes, and urged the administration to improve recognition and working conditions.

Respondents shared clear ideas for how the subcommittee can support change. Priorities include ensuring cost of living adjustments are considered, addressing salary compression, and advocating for equitable and competitive pay across GSU. Staff emphasized the need to review salary bands, job classifications, and compensation policies; compare internal structures with state and regional standards; and provide data driven recommendations to decision makers, including the Board of Governors. Many also called for clearer advancement pathways, restoring incentives such as additional pay for degrees or certifications (this quietly died), and developing sustainable, transparent pay policies that promote retention and financial stability.

The survey results highlight both dissatisfaction and hope. Employees are concerned about fairness, recognition, and financial security, but they see the subcommittee as a critical advocate for systemic change. By evaluating peer institutions for comparison, evaluating pay structures, addressing inequities, and ensuring competitive compensation, the subcommittee can play a vital role in restoring trust, improving morale, and strengthening retention.