

Southern West Virginia Community and Technical College
Classified Staff Council
October 27, 2020
10:00 am
Microsoft Office Teams
Minutes

Members Present: Patricia Miller, Classified Staff Chair; Ruby Runyon, Secretarial/Clerical/Office Representative; Patty Brooks, Wyoming Campus Representative; Rhonda Collins, Williamson Campus Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jennifer Dove, Vice-Chair; Secretarial/Clerical/Office Representative; Danny White, Service/Craft Maintenance Representative.

Members Absent: Kim Maynard, Executive Administrative/Managerial Representative; James Parker, Boone/Lincoln Campus Representative; Scott Prichard, Service/Craft Maintenance Representative; Lee Stroud, Technical Paraprofessional Representative; Carol Jobe, Technical Paraprofessional Representative (Excused).

Ex-Officio Members: Chris Gray, ACCE Representative
Dianna Toler: BOG Representative

Staff Present: Donna Lafferty

1. Verification of Quorum and Call to Order

Chair Miller declared a quorum present, and called the regular meeting to order at 10:05 a.m.

2. Approval of Minutes

The Minutes for the regular Classified Staff Council meeting of September 22, 2020, were presented for review and approval. A motion to accept the amended minutes as presented was made by Chris Gray and seconded by Jennifer Dove. The motion carried unanimously. Chair Miller declared the motion adopted and the September 22, 2020 minutes approved.

3. Reports and Updates

3.1 Board of Governors-Dianna Toler

Dianna reported that a lot was accomplished at the Board of Governors meeting on October 20, 2020. Action items: Higher Learning Commission academy formed, Enrollment is up, an aggressive marketing campaign is planned. Next meeting will be December 15, 2020 via Zoom.

3.2 ACCE Report-Chris Gray

Chris stated that the Chair went over the October 8, 2020 presentation to the Community and Technical College Council. Chris also said that discussion was held concerning continuing ACCE's voice at state level, Covid-19, Market Study, and colleges making all classified staff exempt(Senate Bill 760) exempt. Chris announced that ACCE's next meeting would be held November 12, 2020.

3.3 Ad Hoc Committees

3.3.1 Hallmark
No Report

3.3.2 Legislative
No report

3.3.3 Professional Development
No Report

3.3.4 Southern Samaritans
Classified Staff Council held a vote to send Rhonda Clark \$100 to help cover expenses incurred from her husband being sick. All were in favor.

3.3.5 Website
Chair Miller asked for volunteers for the Website Sub-committee.

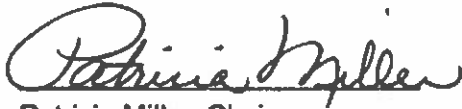
4. Old Business
None

5. New Business
Much discussion was held concerning the need for a Progressive Discipline Policy for all Southern employees. Chair Miller stressed the importance of having a fair Progressive Discipline Policy. Chair Miller asked Classified Staff Council to think about what they would like to see in the policy. Chair Miller stated that more discussion will be held next meeting.

6. Other
Chair Miller commended everyone on attendance. Chair Miller stated she was very proud of the work being done by Classified Staff Council. Patty Brooks advised Chair Miller that she nor Donna Lafferty would be at the November 24, 2020 Classified Staff meeting. Several members stated that since that was the week of Thanksgiving, they would be taking off also. Chair Miller stated she would work on moving the date up.

7. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Patty Brooks made a motion to adjourn, and Chris Gray seconded the motion. The meeting adjourned at 11:26 am.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of October 27, 2020

10:00am – 11:30am, Microsoft Office TEAMS

AGENDA

- 1. Roll Call**
- 2. Verification of Quorum and Call to Order**
- 3. Approval of Minutes – September 22, 2020**
- 4. Old Business**
 - 4.1 Jackie Whitley's Retirement – October 9, 2020**
 - 4.1.1 Election of Logan Campus Representative to the Strategic Planning and Financial Review Committee**
 - 4.2 Cheryl Elliott-Hicks Promotion – September 28, 2020**
 - 4.2.1 Election of Logan Campus Representative to the Classified Staff Council**
- 5. New Business**
 - 5.1 Members Reports on Community Colleges' Progressive Discipline & Salary Administration Policies**
- 6. Reports**
 - 6.1 BOG Report – Dianna Toler**
 - 6.2 ACCE Report – Chris Gray**
 - 6.3 Sub-Committees**
 - 6.3.1 Hallmark – Patty Brooks**
 - 6.3.2 Southern Samaritans – Jen Dove**
 - 6.3.3 Website – Jackie Whitley**
 - 6.3.4 Professional Development – Pat Miller**
 - 6.3.5 Legislative – Pat Miller**
- 7. Other**
- 8. Adjournment**

Southern West Virginia Community and Technical College

Classified Staff Council

Date: 10/27/2020 Time: 10am- 11:26am

Meeting Location Via ICR

Fiscal Year: July 1, 2020 – June 30, 2021

COMMITTEE MEMBER	SIGNATURE
<i>Primary Occupational Representatives</i>	
Kim Maynard- Administrative/Managerial Rep.	Absent
Carol Jobe-Technical/Paraprofessional Rep.	Absent/Excused
Lee Stroud-Technical/Paraprofessional Rep.	Absent
Jennifer Dove-Vice Chair, Secretarial/Clerical/Office Rep.	Teams
Beverly McDonald- Professional/Non-Faculty Rep.	Teams
, Professional/Non-Faculty Rep.	Teams
Scott Pritchard-Service/Craft/Maintenance Rep.	Absent
Danny White-Service/Craft/Maintenance Rep.	Teams
Ruby Runyon- Secretarial/Clerical/Office Rep.	Teams
<i>Campus Representatives</i>	
James Parker-Boone/Lincoln Campus Rep.	Absent
-Logan Campus Rep.	
Rhonda Collins-Williamson Campus Rep.	Teams
Patricia Brooks-Wyoming Campus Rep.	Teams
Ex-Officio Voting Members:	
Patricia Miller-Chair.	Teams
Chris Gray-Chair, ACCE Representative.	Teams
Ex-Officio Non-Voting Members:	
Dianna Toler-Board of Governors Rep	Teams
Donna Lafferty, Committee Recorder	Teams
GUESTS – PLEASE PRINT NAME	