

**Southern West Virginia Community and Technical College
Classified Staff Council**

October 21, 2019

12:30 p.m.

ICR Classrooms on each campus

Minutes

Members Present: Patricia Miller, Classified Staff Chair; Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative; Cheryl Elliott Hicks, Logan Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Ruby Runyon, Secretarial/Clerical/Office Representative; Danny White, Service/Craft Maintenance Representative; Patty Brooks, Wyoming Campus Representative; Susan Trammell, Boone/Lincoln Campus Representative; Lee Stroud, Technical Paraprofessional Representative; Rhonda Collins, Williamson Campus Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jennifer Dove, Secretarial/Clerical/Office Representative.

Members Absent: Kim Maynard, Executive Administrative/Managerial Representative; Scott Prichard, Service/Craft Maintenance Representative.

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

Guest Speaker:

Staff Present: Anna Evans, Donna Lafferty

1. Verification of Quorum and Call to Order

Chair Miller declared a quorum present, and called the regular meeting to order at 12:40 p.m.

2. Approval of Minutes

The minutes for the regular Classified Staff Council meeting of September 16, 2019, were presented for review and approval. A motion to accept the amended minutes as presented was made by Patty Brooks and seconded by Lee Stroud. The motion carried unanimously. Chair Miller declared the motion adopted and the September minutes approved.

3. Reports and Updates

3.1 Board of Governors-Dianna Toler

Dianna Toler stated that the Board of Governor's presidential search will begin sometime in October, and they hope to have a new president in place by July 1, 2020. Dianna said that more details will be forthcoming. Dianna Toler also mentioned that the Board of Governors discussed the Higher Learning Commission focus visit, and how we need to work together. Chair Miller stated that if anyone has any questions concerning the Presidential search to contact Dianna Toler. The next Board of Governors meeting will be in December.

3.2 ACCE Report-Chris Gray

No Report

3.3 Ad Hoc Committees

3.3.1 Hallmark

Jennifer Dove said she is currently sorting cards, and would send sympathy cards to the Wyoming campus when finished.

3.3.2 Legislative

Chair Miller stated that Sam warned of a budget cut due to low tax revenue.

3.3.3 Professional Development

No Report

3.3.4 Southern Samaritans

No Report

3.3.5 Website

No Report

4. Old Business

4.1 Holiday Calendar 2020-2021

Chair Miller said that the holiday calendar had been submitted to the President's office. Chair Miller checked on the status, and stated that there had been no update due to Academic Department working on the academic calendar.

4.2 Thanksgiving Holiday

Chair Miller stated that the college will be closed November 25, 2019 and employees must use an annual day.

5. New Business

7.1 Financials

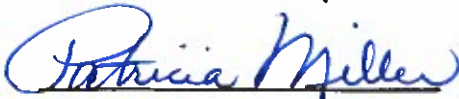
Chair Miller stated that Interim President, Sam Litteral said that he provided a 2012-2019 financial report to the Board of Governors, and Sam feels that we are in good shape financially.

6. Other

None

7. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Jackie Whitley made a motion to adjourn, and Chris Gray seconded the motion. The meeting adjourned at 1:31 p.m. The next meeting will be held on November 18, 2019 at 12:30 p.m.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of October 21, 2019

12:30pm – 2:00pm, all ICR Classrooms

AGENDA

- 1. Roll Call by Recorder**
- 2. Verification of Quorum and Call to Order**
- 3. Approval of September 16, 2019 Minutes**
- 4. Old Business**
 - 4.1 Thanksgiving Week College will be closed and staff will have to claim an annual leave day for Monday, November 25, 2019.**
 - 4.2 2020/2021 Holiday Calendar Status**
- 5. New Business**
- 6. Reports**
 - 6.1 ACCE Report – Chris Gray**
 - 6.2 BOG Report – Dianna Toler**
 - 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

Logan

Classified Staff Council

Date: 10/21/19 Time: 10:00am- 1:31pm

Meeting Location Via ICR

Fiscal Year: July 1, 2019 – June 30, 2020

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

Wyoming

Southern West Virginia Community and Technical College

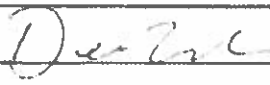
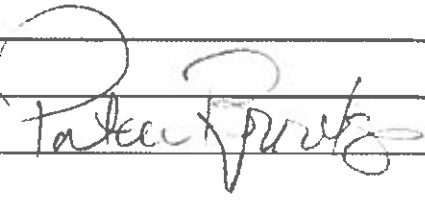

Classified Staff Council Meeting

Date: October 21, 2019 Time: 12:30 pm- _____

Meeting Location Via ICR

Fiscal Year: July 1, 2019 – June 30, 2020

12:40pm

COMMITTEE MEMBER	SIGNATURE
Primary Occupational Representatives	
✓ Kim Maynard- Administrative/Managerial Rep.	
✓ Carol Jobe-Technical/Paraprofessional Rep.	
✓ Lee Stroud-Technical/Paraprofessional Rep.	
✓ Jackie Whitley-Vice Chair; Professional/Non-Faculty Rep.	
✓ Beverly McDonald- Professional/Non-Faculty Rep.	
✓ Scott Pritchard-Service/Craft/Maintenance Rep.	
✓ Danny White-Service/Craft/Maintenance Rep.	
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✓ Jennifer Dove- Secretarial/Clerical/Office Rep.	
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✓ Cheryl Elliott-Hicks-Logan Campus Rep.	
✓ Rhonda Collins-Williamson Campus Rep.	
✓ Patricia Brooks-Wyoming Campus Rep.	
Ex-Officio Voting Members:	
✓ Patricia Miller-Chair.	
✓ Chris Gray-Chair, ACCE Representative.	
Ex-Officio Non-Voting Members:	
✓ Dianna Toler-Board of Governors Rep	
Donna Lafferty, Committee Recorder	
GUESTS – PLEASE PRINT NAME	



Southern West Virginia Community and Technical College

Classified Staff Council

Date: 10-21-19 Time: 10:00am-12:30-2:00

Meeting Location Via ICR

Fiscal Year: July 1, 2019 – June 30, 2020

COMMITTEE MEMBER	SIGNATURE
Primary Occupational Representatives	
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Chris Gray-Chair, ACCE Representative.	
Ex-Officio Non-Voting Members:	
Dianna Toler-Board of Governors Rep	
Donna Lafferty, Committee Recorder	
GUESTS – PLEASE PRINT NAME	
Anna Evans	

Classified Staff Council
Williamson Campus Room 308
Oct 21 2019

1. Chris Adams
2. Luby Ruben
3. Jennifer
4. Rhonda Collins