

**Southern West Virginia Community and Technical College**  
**Classified Staff Council**  
**November 17, 2020**  
**10:00 am**  
**Microsoft Office Teams**  
**Minutes**

**Members Present:** Patricia Miller, Classified Staff Chair; Ruby Runyon, Secretarial/Clerical/Office Representative; Carol Jobe, Technical Paraprofessional Representative; James Parker, Boone/Lincoln Campus Representative; Rhonda Collins, Williamson Campus Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jennifer Dove, Vice-Chair; Secretarial/Clerical/Office Representative.

**Members Absent:** Kim Maynard, Executive Administrative/Managerial Representative; Patty Brooks, Wyoming Campus Representative; Scott Prichard, Service/Craft Maintenance Representative; Lee Stroud, Technical Paraprofessional Representative; Danny White, Service/Craft Maintenance Representative.

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

**Staff Present:** Donna Lafferty; Angela McDonald

**1. Verification of Quorum and Call to Order**

Chair Miller declared a quorum present, and called the regular meeting to order at 10:16 a.m.

**2. Approval of Minutes**

The Minutes for the regular Classified Staff Council meeting of September 24, 2020, were presented for review and approval. A motion to accept the amended minutes as presented was made by Beverly McDonald and seconded by Chris Gray. The motion carried unanimously. Chair Miller declared the motion adopted and the September 24, 2020 minutes approved.

**3. Reports and Updates**

**3.1 Board of Governors-Dianna Toler**

Dianna stated that the next Board of Governors meeting will be December 15, 2020.

**3.2 ACCE Report-Chris Gray**

Chris stated that the next ACCE meeting will be December 14, 2020 via Zoom.

### 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 stated that the Classified Staff Council website is up to date aside from maybe a new group photo. Chair Miller gave a tour of the website to council members.

## 4. Old Business

### 4.1 Mid-Term Election

Chair Miller stated that due to Jackie Whitley retiring and Cheryl Elliot-Hicks accepting a non-classified position, the following elections were held. Angela McDonald was second runner up as the representative to the Strategic Planning and Financial Review Committee in the April 2019 elections. A motion was made by Chris Gray to confirm Angela McDonald as the representative to the Strategic Planning and Financial Review Committee, and the motion was seconded by Carol Jobe. All were in favor. Mary Trent was the only nominee from the Professional Non-Faculty POS and won by acclamation. A motion was made by Chris Gray to confirm Mary Trent as the Professional Non-Faculty representative, and the motion was seconded by James Parker. All were in favor. Kendra Hall was the only Logan Campus nominee and won by acclamation. A motion was made by Ruby Runyon and seconded by Chris Gray. All were in favor.

### 4.2 Progressive Discipline Policy

Much discussion was held concerning the need for a Progressive Discipline Policy for all Southern employees. Other colleges have already put a Progressive Discipline Policy in place, and without said policy all non-classified employees can be considered at will employees and fired immediately. A draft policy listed under files on Teams is available for review by Classified Staff Council members. Chair Miller asked that everyone would read the draft policy and compare it to the employee handbook. Chair Miller also advised that President Alderman would

be at the December 15, 2020 meeting, and after President Alderman's remarks the Progressive Discipline Policy can be further discussed.

**5. New Business**  
None

**6. Other**

**7. Adjournment and Next Meeting**

There being no further business, Chair Miller asked for a motion to adjourn. Chris Gray made a motion to adjourn, and Jennifer Dove seconded the motion. The meeting adjourned at 11:21 am.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of November 17, 2020

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

AGENDA

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1. Roll Call
2. Verification of Quorum and Call to Order
3. Approval of Minutes – October 27, 2020
4. Old Business
  - 4.1 Jackle 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
  - 4.3 Progressive Discipline Policy – Where Are We?
5. New Business
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: 11/17/2020 Time: 10am- 11:21am

Meeting Location Via ICR

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

<b>COMMITTEE MEMBER</b>	<b>SIGNATURE</b>
<b><i>Primary Occupational Representatives</i></b>	
Kim Maynard- Administrative/Managerial Rep.	Absent
Carol Jobe-Technical/Paraprofessional Rep.	Teams
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.	Absent
Ruby Runyon- Secretarial/Clerical/Office Rep.	Teams
<b><i>Campus Representatives</i></b>	
James Parker-Boone/Lincoln Campus Rep.	Teams
-Logan Campus Rep.	
Rhonda Collins-Williamson Campus Rep.	Teams
Patricia Brooks-Wyoming Campus Rep.	Absent
<b>Ex-Officio Voting Members:</b>	
Patricia Miller-Chair.	Teams
Chris Gray-Chair, ACCE Representative.	Teams
<b>Ex-Officio Non-Voting Members:</b>	
Dianna Toler-Board of Governors Rep	Teams
Donna Lafferty, Committee Recorder	Teams
<b>GUESTS -- PLEASE PRINT NAME</b>	
Angela McDonald	

## Lafferty, Donna

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**From:** Miller, Patricia  
**Sent:** Tuesday, November 17, 2020 12:11 PM  
**To:** Baisden, Emma  
**Cc:** Jennifer Dove; Lafferty, Donna  
**Subject:** Classified Staff Elections Are Finished

Emma...

We had to have some elections due to Jackie Whitley's retirement as of October 9<sup>th</sup>, 2020 and Cheryl Elliott-Hicks promotion to a non-classified position in Finance:

- 1) Jackie Whitley was Vice-Chair of the Classified Staff Council (elected by the Council in 2019).
- 2) Jackie Whitley was Logan Campus Representative to the Strategic Planning and Financial Review Committee (elected at large in 2019).
- 3) Jackie Whitley was one of the Professional/Non-Faculty Representatives to the Classified Staff Council (elected by POA 2019).
- 4) Cheryl Elliott-Hicks was the Logan Campus Representative to the Classified Staff Council (elected 2019).

Here are the results of the elections:

- 1) Jennifer Dove was elected Vice-Chair of the Classified Staff Council at the September 22, 2020 meeting.
- 2) Angela McDonald was second runner up as the representative to the Strategic Planning and Financial Review Committee in the April 2019 Classified Staff Elections Assembly at Large. She was contacted by the Vice-Chair Jennifer Dove after the October 27<sup>th</sup>, meeting. Her email on October 27, 2020 confirmed that she would serve in the position of Classified Staff Logan Campus Representative to the Strategic Planning and Financial Review Committee.
- 3) Mary Trent was the only nominee from the Professional Non-Faculty POA and won by acclamation at the November 17, 2020 meeting.
- 4) Kendra Hall was the only Logan Campus nominee and won by acclamation during the November 17, 2020 meeting.

All the above will serve until the end of the current fiscal year. In April 2021, the Classified Staff will again have elections, and those elected will serve on the Council and Committees from FY 2021/2022 through 2022/2023.

If you have any questions, please contact me.

*Patricia Miller*

**Manager, Business and Auxiliary Services  
Logan Campus  
Southern West Virginia Community and Technical College  
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*Patricia Miller*

*Journal: West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote access for those we serve.*