

Southern West Virginia Community and Technical College
Classified Staff Council
December 15, 2020
10:00 am
Microsoft Office Teams
Minutes

Members Present: Patricia Miller, Classified Staff Chair; Kim Maynard, Executive Administrative/Managerial Representative; 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; Mary Trent, Professional/Non-Faculty Representative; Lee Stroud, Technical Paraprofessional Representative; Jennifer Dove, Vice-Chair; Secretarial/Clerical/Office Representative; Patty Brooks, Wyoming Campus Representative; Danny White, Service/Craft Maintenance Representative.

Members Absent: Kendra Hall, Logan Campus Representative; Scott Prichard, Service/Craft Maintenance Representative.

Ex-Officio Members: Chris Gray, ACCE Representative
Dianna Toler: BOG Representative (Absent/Excused)

Staff Present: Donna Lafferty; Crystal Cook; Garnet Bolen; Sandy Podunavac.

Guest Speaker: President Pam Alderman

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. President Alderman

2.1 President Alderman announced that the Covid Task Force would be meeting today at 1pm. The decision would be made whether we would remain remote. President Alderman stated that the state had an 8% positivity rate and that rate is expected to increase. President Alderman said that she expected we would remain remote.

2.2 President Alderman was excited to announce that we saw a 5% increase in student enrollment for its fall 2020 semester, despite difficulties brought on by the COVID-19 pandemic. Total headcount for the fall 2020 semester was 1,346 students. Most colleges throughout the state saw a decrease in enrollment this

fall. Southern was one of only five colleges in the state with an increase. President Alderman expressed her appreciation for all the hard work.

- 2.3 President Alderman was asked, how would we register students if we are on remote? President Alderman stated that she and Darrell Taylor would talk about how to handle registration and let everyone know.
- 2.4 President Alderman announced that Stacy Dingess was hired as Southern's accountant, and Debby Dingess was hired as Southern's Human Resources Director. She said that the Dean position has not been filled, but she expects an offer to be made before holidays.
- 2.5 President Alderman was pleased to say that we finished the 2020 Fundraising Campaign and we exceeded the 2004 goal. She announced that a new fundraising campaign would begin, and the goal is 1.5 million dollars over the next 5 years. She wanted to encourage employees to contribute to the fundraiser.
- 2.6 President Alderman was asked, when the two half days allotted by the Governor would be added to the calendar. Discussion was held and the decision for employees to take off Monday, March 15, 2021. The decision to move the final 40% tuition payment date for students to March 18, 2021.
- 2.7 President Alderman stated that the Covid-19 vaccinations would be given on the Logan campus and travel would be reimbursed.

3. Approval of Minutes

The Minutes for the regular Classified Staff Council meeting of October 2020 and November 2020 were tabled until the January 2021 meeting.

4. Reports and Updates

4.1 Board of Governors-Dianna Toler No Report.

4.2 ACCE Report-Chris Gray

Chris stated that ACCE held a meeting on December 14, 2020 via Zoom. The topic of the meeting was that the new Legislative Rule needs clarification. Discussion was held on the development of Legislative priorities.

4.3 Ad Hoc Committees

4.3.1 **Hallmark**
No Report

4.3.2 **Legislative**
No report

4.3.3 **Professional Development**
No Report

4.3.4 **Southern Samaritans**
Jennifer Dove reported the Southern Samaritan's was \$2567.83. Rhonda Collins' daughter lost everything from a house fire. Chris Gray made a motion to send Rhonda Collins' daughter \$200.00. Kim Maynard seconded the motion. Rhonda Vances' husband is in the final stages of cancer. A decision was made to send her \$100 to help with expenses.

4.3.5 **Website**
Chair Miller stated that the website has been updated with information from the recent elections.

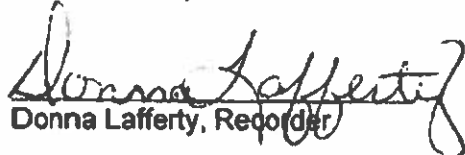
5. Old Business

Chair Miller announced at the last Board of Governor's meeting the faculty brought forth a new salary policy. The policy stated that faculty would receive a pay increase every five years. Discussion was held concerning the current salary schedule, and Chair Miller stated that the Classified Staff council would need to develop a new policy and explain how staff would go from quantile to quantile.

6. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Ruby Runyon made a motion to adjourn, and Chris Gray seconded the motion. The meeting adjourned at 11:55 am.


Patricia Miller, Chair


Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of December 15, 2020
10:00am – 11:30am, Microsoft Office TEAMS

AGENDA

1. Roll Call
2. Verification of Quorum and Call to Order
3. Introduction of Guest Speaker – President, Dr. Pamela Alderman
4. Approval of Minutes – November 17, 2020
5. Reports
 - 5.1 BOG Report – Dianna Toler
 - 5.2 ACCE Report – Chris Gray
 - 5.3 Sub-Committees
 - 5.3.1 Hallmark – Patty Brooks
 - 5.3.2 Southern Samaritans – Jen Dove
 - 5.3.3 Website – Pat Miller
 - 5.3.4 Professional Development – Pat Miller
 - 5.3.5 Legislative – Pat Miller
- 6 Other
- 7 Adjournment

Southern West Virginia Community and Technical College

Classified Staff Council

Date: 12/15/2020 Time: 10am- 11:55am

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.	Teams
Carol Jobe-Technical/Paraprofessional Rep.	Teams
Lee Stroud-Technical/Paraprofessional Rep.	Teams
Jennifer Dove-Vice Chair; Secretarial/Clerical/Office Rep.	Teams
Beverly McDonald- Professional/Non-Faculty Rep.	Teams
Mary Trent, 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.	Teams
Kendra Hall-Logan Campus Rep.	Absent
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	Absent/Excused
Donna Lafferty, Committee Recorder	Teams
GUESTS – PLEASE PRINT NAME	
Crystal Cook	President Alderman
Sandy Podunavac	Garnet Bolen