

Southern West Virginia Community and Technical College
Classified Staff Council
February 16, 2021
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; Kendra Hall, Logan Campus Representative; James Parker, Boone/Lincoln Campus Representative; Rhonda Collins, Williamson Campus Representative; Mary Trent, Professional/Non-Faculty Representative; Jennifer Dove, Vice-Chair; Secretarial/Clerical/Office Representative; Patty Brooks, Wyoming Campus Representative;

Members Absent: Lee Stroud, Technical Paraprofessional Representative; Carol Jobe, Technical Paraprofessional Representative; Beverly McDonald, Professional/Non-Faculty Representative; Danny White, Service/Craft Maintenance Representative; Scott Prichard, Service/Craft Maintenance Representative.

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

Staff Present: Donna Lafferty

Guest Speaker:

1. Verification of Quorum and Call to Order

Chair Miller declared a quorum present, and called the regular meeting to order at 10:17 a.m.

2. Approval of Minutes

The Minutes for the regular Classified Staff Council meeting of January 2021 were tabled until the March 2021 meeting.

2.1 The Minutes for the regular Classified Staff Council meeting October 2020, were presented for review and approval. A motion to accept the minutes as presented was made by Jennifer Dove and seconded by Ruby Runyon. The motion carried unanimously. Chair Miller declared the motion adopted and the October minutes approved.

2.2 The Minutes for the regular Classified Staff Council meeting November 2020, were presented for review and approval. A motion to accept the minutes as presented was made by Ruby Runyon and seconded by Kim Maynard. The

motion carried unanimously. Chair Miller declared the motion adopted and the November minutes approved.

- 2.3** The Minutes for the regular Classified Staff Council meeting December 2020, were presented for review and approval. A motion to accept the minutes as presented was made by Patty Brooks and seconded by Chris Gray. The motion carried unanimously. Chair Miller declared the motion adopted and the December minutes approved.

3. Reports and Updates

- 3.1 Board of Governors-Dianna Toler**
No Report.

- 3.2 ACCE Report-Chris Gray**
January's meeting cancelled due to no Quorum. No Report.

3.3 Ad Hoc Committees

- 3.3.1 Hallmark**
No Report

- 3.3.2 Legislative**
No report

- 3.3.3 Professional Development**
Chair Miller stated that she will be sending Emma a request from Chris Gray for \$170.00. Chris will be attending a seminar.

- 3.3.4 Southern Samaritans**
Jennifer Dove stated that the \$100 check was sent to Delbert, and if anyone knows someone in need to let her know. Approximately \$2000 available. Ruby Runyon asked if anyone could contribute independently. Chair Miller stated that people can donate independently, and the check should be written out to swcc. Send checks to Stacey Dingess.

- 3.3.5 Website**
Chair Miller stated that the Classified Staff Council minutes need to be updated on the website.

4. Old Business

4.1 Elections

Jenn Dove stated that Crystal Cook volunteered to sit on the Financial Exigency Committee. Patty Brooks made a motion to approve, and Rhonda Collins seconded the motion. All were in favor. Jenn Dove welcomed the new Classified Staff Council members: Kendra Hall, Mary Trent, Crystal Cook, and Mandy Lester. Chair Miller reminded everyone that new fiscal year elections will be held in April 2021. Members who are elected will serve on the committee for two years. Members elected this year will only serve until June 30, 2021. Chair Miller stated that Classified Staff is very valuable committee, and requested that everyone do their part.

4.2 Progressive Discipline Policy

Chair Miller stated that she would like to see a Progressive Discipline policy drafted before June 2021. Chair Miller reminded Classified Staff council that the employee handbook is the only location employee discipline is mentioned and could be written out at any time. Chris Gray suggested a committee to develop the Progressive Discipline policy and bring back to council before March 16, 2021 meeting. Ruby Runyon, Jennifer Dove, Kim Maynard, Chris Gray and Rhonda Collins volunteered. Chair Miller asked the council if a Progressive Discipline policy is needed/wanted. Rhonda Collins stated that the policy is needed, especially, if we go to merit pay. Everyone agreed. Ruby Runyon stated that even if the policy is not approved, we would have a record in our minutes showing that we felt this policy was important enough to spend months working on.

5. New Business

Discussion was held on the new organization chart. Patty Brooks asked Chair Miller when the Cares Act monies would be available to our students. Chair Miller stated that the details were still being worked out.

6. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Kim Maynard made a motion to adjourn, and Patty Brooks seconded the motion. The meeting adjourned at 11:32 am.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

**Meeting of February 16, 2021
10:00am – 11:30am, Microsoft Office TEAMS**

AGENDA

- 1. Roll Call**
- 2. Verification of Quorum and Call to Order**
- 3. Approval of Minutes**
 - 3.1 November 17, 2020**
 - 3.2 December 15, 2020**
- 4. Old Business**
 - 4.1 Election of Financial Exigency Committee Member**
 - 4.2 Welcome of New Members**
 - 4.3 New Progressive Discipline Policy**
- 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: 2/16/2021 Time: 10:00am- 11:32am

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.	Absent
Lee Stroud-Technical/Paraprofessional Rep.	Absent
Jenn Dove -Vice Chair; Secretarial/Clerical/Office Rep.	Teams
Beverly McDonald- Professional/Non-Faculty Rep.	Absent
Mary Trent, 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
<i>Campus Representatives</i>	
James Parker-Boone/Lincoln Campus Rep.	Teams
Kendra Hall-Logan Campus Rep.	Teams
Rhonda Collins-Williamson Campus Rep.	Teams
Patricia Brooks-Wyoming Campus Rep.	Teams
<i>Ex-Officio Voting Members:</i>	
Patricia Miller-Chair.	Teams
Chris Gray-Chair, ACCE Representative.	Teams
Dianna Toler-Board of Governors Rep	Teams
Donna Lafferty, Committee Recorder	Teams
GUESTS – PLEASE PRINT NAME	