

Southern West Virginia Community and Technical College
Classified Staff Council
July 28, 2020
10:00 am
Microsoft Office Teams
Minutes

Members Present: Patricia Miller, Classified Staff Chair; Ruby Runyon, Secretarial/Clerical/Office Representative; Kim Maynard, Executive Administrative/Managerial Representative; Carol Jobe, Technical Paraprofessional Representative; Cheryl Elliott Hicks, Logan Campus Representative; Rhonda Collins, Williamson Campus Representative; Beverly McDonald, Professional/Non-Faculty Representative; Patty Brooks, Wyoming Campus Representative; Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative.

Members Absent: Jennifer Dove, Secretarial/Clerical/Office Representative (Excused); 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 (Absent/Excused)

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 10:11 a.m.

2. Approval of Minutes

The Minutes for the regular Classified Staff Council meeting of June 16, 2020, were presented for review and approval. A motion to accept the amended minutes as presented were made by Kim Maynard and seconded by Chris Gray. The motion carried unanimously. Chair Miller declared the motion adopted and the June minutes approved.

3. Reports and Updates

3.1 Board of Governors-Dianna Toler (Absent)

3.2 ACCE Report-Chris Gray

Chris Gray stated that a ACCE meeting is scheduled for tomorrow (July 29, 2020) via Zoom. Chris said that he hopes to have elections. Trish Humpries and Matt Turner will be attending the meeting also.

3.3 Ad Hoc Committees

3.3.1 Hallmark

Patty Brooks stated Dr. Wood's son passed away and that she created a post on the funeral website. Patty Brooks also said that she did not need any more cards.

3.3.2 Legislative

No report

3.3.3 Professional Development

Chair Miller stated that a request for reimbursement of \$203.38 has been made by Scott Prichard for HVAC license, Electrical License, and Plumber's License. Request was approved and information sent to Emma.

3.3.4 Southern Samaritans

Cheryl Elliot-Hicks announced that the Southern Samaritan's balance was \$2767.83.

3.3.5 Website

Jackie stated she has the pictures for the Classified Staff website, Jackie said that she has requested that Donna send her the minutes to add to the website.

4. Old Business

4.1 Boone Campus Representative

Jackie Whitley stated that Anna Evans has agreed to serve on the Strategic Planning Commission representing the Boone Campus, and James Parker has agreed to serve as the Classified Staff Council Boone Campus Representative. Chair Miller stated that she would email Emma with results.

5. New Business

5.1 Microsoft Office 365-Forms

Chris Gray presented a new program that Classified Staff could utilize to facilitate online elections in April. This would allow elections to held a week before Governance Day. Jackie Whitley asked Chris how nominations would be handled. Chris Gray said it would probably be done the same as before. Jackie also stated that she really liked the new program. Chair Miller said she thought this would be a good tool for other departments too. There was some discussion and most thought it was worth looking into, however, training would need to be done. Kim Maynard suggested that the training be held on Governance Day.

6. Other

Rhonda Collins requested that if anyone speaks with a student that needs advising to please let her know. Cheryl Elliot-Hicks warned everyone concerning a scam in the Logan area where individuals are knocking on doors stating they are from Southern doing registration.

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 Kim Maynard seconded the motion. The meeting adjourned at 11:06 am.

Patricia Miller, Chair

Donna Lafferty, Recorder