

Southern West Virginia Community and Technical College
Classified Staff Council
May 26, 2020
10:00 a.m.
Microsoft Office Teams
Minutes

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

Members Absent: Kim Maynard, Executive Administrative/Managerial Representative; Lee Stroud, Technical Paraprofessional Representative; Beverly McDonald, Professional/Non-Faculty Representative; Scott Prichard, Service/Craft Maintenance Representative; Danny White, Service/Craft Maintenance Representative.

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

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 April 28, 2020, were presented for review and approval. A motion to accept the amended minutes as presented was made by Jackie Whitley and seconded by Carol Jobe. The motion carried unanimously. Chair Miller declared the motion adopted and the April minutes approved.

3. Reports and Updates

3.1 Board of Governors-Dianna Toler

Dianna said the next Board of Governor's meeting will be held on June 16, 2020 via teleconference and stated that she welcomed any questions or concerns to be brought before the Board of Governors.

3.2 ACCE Report-Chris Gray

No Report.

3.3 Ad Hoc Committees

3.3.1 Hallmark

Patty Brooks stated she would send a welcome email to the new President Pam Alderson.

3.3.2 Legislative

No report

3.3.3 Professional Development

Chair Miller stated that she had received two requests for reimbursement: John Vance-HVAC license (\$126.69)
Eric Brumfield- Electrician License (\$50.00)

3.3.4 Southern Samaritans

Cheryl Elliott-Hicks gave a report of how much was in the Southern Samaritan account--\$2,663.83. Two part-time permanent employees lost their job due to Covid-19. Southern Samaritans sent Eddie Slazo and Drema Fry \$100.00 each.

3.3.5 Website

Jackie Whitley stated that there was still updates to be made to classified staff's website. Jackie Whitley said she would continue to try to get those updates done. Chair Miller stated that the pictures taken last Governance Day in Logan have not been developed yet, but as soon as they are available, she would send to Jackie Whitley to be put on website.

5. Old Business

5.1 Boone Campus Representative

Chair Miller reiterated that since Susan Trammell is no longer employed at Southern, we would need to fill two positions she represented: Boone Campus representative, and representative for the Strategic Planning Committee. A nomination must be made, and only a Boone Campus employee could make the nomination. Jackie Whitley stated she would contact them today.

6. New Business

6.1 Great Colleges to Work for Survey

Chair Miller stated that she was very pleased with how Classified Staff pulled together and completed the Great Colleges to Work for Survey. One hundred eighty-one surveys were sent out via email and one hundred thirty-seven employees responded. Seventy-six percent of all

employees responded. Classified Staff had a ninety percent response rate (40/42).

7. Other

7.1 Classified Staff Board of Governors Meeting Presentation

Chair Miller announced that Classified Staff will be making their yearly presentation on June 16, 2020 to the Board of Governors. Chair Miller asked for suggestions for presentation. Chair Miller also asked for volunteers for temporary sub-committee to work on presentation. Volunteers were: Jackie Whitley, Rhonda Collins, Jenn Dove, and Dianna Toler. Jenn Dove suggested that Chris Gray be appointed to sub-committee.

8. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Jenn Dove made a motion to adjourn, and Jackie Whitley seconded the motion. The meeting adjourned at 11:49 p.m.

Patricia Miller, Chair

Donna Lafferty, Recorder