

**Southern West Virginia Community and Technical College**  
**Classified Staff Council**  
**January 26, 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; Rhonda Collins, Williamson Campus Representative; Beverly McDonald, 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; Scott Prichard, Service/Craft Maintenance Representative.

**Members Absent:** James Parker, Boone/Lincoln Campus Representative; Kendra Hall, Logan Campus Representative; Mary Trent, Professional/Non-Faculty Representative; Donna Lafferty, Recorder (Excused).

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

**Staff Present:**

**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 10:00 a.m. Chair Miller then introduced the guest speaker, Dr. Pamela Alderman, President of Southern WV Community and Technical College.

**2. President Alderman**

- 2.1 Dr. Alderman stated that tomorrow, we will vaccinate the last 30 employees that have requested the COVID-19 vaccine. We are having classes remotely for the Spring 2021 semester. Staff and Faculty are still working remotely at this time. Staff, faculty, and administration are scheduled to return to work at their campus locations on March 22, 2021 after Spring Break. There have been reports of two new strains of COVID-19 from the United Kingdom and Africa. We do not know yet whether the vaccinations will be effective against the new strains that are emerging.

- 2.2 President Alderman was excited to announce that we have ended the 2020 Major gifts campaign on a positive note; we have achieved our goals set for the 2020 campaign—we have received 8 million dollars from donors and 12 million from the Mine Academy. We are beginning a new 5-year campaign. It will be called “50 Years and Beyond”.
- 2.3 President Alderman said that the college has received new stimulus money from the federal government in the amount of 2.8 million dollars. The college is in the process of deciding how these funds will be used at this time.
- 2.4 Dr. Alderman stated that the Sub-Committee on governance structure is reviewing our current governance committee structure now. She thanked the Classified Staff Council for their suggestions for change and assured us that they would be considered in the new structure when finished.

### 3. Approval of Minutes

The Minutes for the regular Classified Staff Council meeting of October 2020, November 2020, and December 2020 were tabled until the February 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. Patty Brooks asked a question, could employees receive Covid-19 relief funds from the college with specific needs. Example: Southern Samaritans

##### 4.3.2 Legislative No report

##### 4.3.3 Professional Development No Report

**4.3.4 Southern Samaritans**

Jen Dove said that the Sub-committee met and approved \$100.00 to be sent to Delbert Queen because he was hospitalized with COVID-19 complications.

**4.3.5 Website**

Pat Miller stated that she had reviewed the website and sent updates to Katie Jarrell. The minutes from the August 25, 2020 meeting was the last minutes showing. We needed to get the minutes for the rest of the meeting minutes sent to Katie Jarrell so that they can be seen.

**5. Old Business**

**5.1 Mid-Term Election**

Carole Jobe's job has changed and her position has become non-classified. Therefore, she can no longer be on the Classified Staff Council. Her position as Technical/Paraprofessional Representative on the Council will become vacant. We will need to have an election to fill this position and also the Financial Exigency Governance Committee that she was elected to in 2019. Vice Chair Jennifer Dove will send out nominations for these two positions.

**5.2 Progressive Discipline Policy**

Chair Miller asked where we were at on the new policy that the Council was drafting on progressive discipline. The council members stated that most of the policy had been put in the policy format. There were some descriptions and minor tweaks that need to be made. Chair Miller said that if we were going to get this policy completed and accepted this fiscal year, that we need to get it on the agenda of the Executive Committee for the April 2021 meeting. If passed to the Cabinet, it would then supposedly go to the Board of Governors in June for final approval for the fiscal year.

**6. New Business**

Debbie Dingess is the new Director for Human Resources. She had asked Pat Miller, Chris Gray, Chuck Puckett, and Kimberly Hensley to serve on an Ad-Hoc Committee to review the Salary Administration Policy—SCP 2825—before submitting it to the Executive Council for approval. Pat Miller stated that it was finally put in writing on this policy what criteria could move classified staff within the quartiles in their pay grade. Pat Miller stated that she would like to see the Classified Staff Council draft a new policy with a specific outline of how that classified staff could receive pay increases that would move them from each quartile within their pay grade. She said that faculty have a policy already that outlines the criterial/steps that they have to move up in rank and pay. She would like staff to have the same kind of policy so that we would not have to depend upon across the board raises coming from the state because they are few and far between.

**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 11:12 am.

  
Patricia Miller, Chair

  
Donna Lafferty, Recorder

**Southern West Virginia Community and Technical College  
Classified Staff Council**

Date: 1/26/2021 Time: 10:00am- 11:12am

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