

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

November 18, 2019

12:30 p.m.

ICR Classrooms on each campus

Minutes

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

Members Absent: Jennifer Dove, Secretarial/Clerical/Office Representative (Excused); Susan Trammell, Boone/Lincoln Campus Representative(Excused); Danny White, Service/Craft Maintenance Representative; Lee Stroud, Technical Paraprofessional Representative; Scott Prichard, Service/Craft Maintenance Representative.

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

Guest Speaker:

Staff Present: Donna Lafferty, Judy Slazo

1. Verification of Quorum and Call to Order

Chair Miller declared a quorum present, and called the regular meeting to order at 12:45 p.m.

2. Approval of Minutes

The minutes for the regular Classified Staff Council meeting of October 21, 2019, were presented for review and approval. A motion to accept the amended minutes as presented was made by Rhonda Collins and seconded by Chris Gray. The motion carried unanimously. Chair Miller declared the motion adopted and the October minutes approved.

3. Reports and Updates

3.1 Board of Governors-Dianna Toler

Dianna Toler stated that the Board of Governors selected Gold Hill Associates to assist us with the presidential search process. The Board of Governors will work towards selecting a new President by July 1, 2020.

3.2 ACCE Report-Chris Gray

Chris Gray stated the October ACCE meeting was held at Shepherd University. Guest speaker Delegate member, John Doyle spoke concerning the upcoming session. Delegate Doyle stated that he believes that the upcoming session more attention will be given to higher education. Delegate Doyle pointed out that about every twenty years West Virginia reorganizes higher education. Delegate Doyle explained that the HEPC was created as a regulatory agency to keep bigger schools from cannibalizing small schools. Delegate Doyle stated he was an advocate of outcomes based funding for four year Institutions.

3.3 Ad Hoc Committees

3.3.1 **Hallmark**
No Report

3.3.2 **Legislative**
No Report

3.3.3 **Professional Development**
No Report

3.3.4 **Southern Samaritans**
No Report

3.3.5 **Website**
Several members mentioned that it would be beneficial to Classified Staff to update website with photos. It was stated that Classified Staff needs to show that we are involved in college events, and show community involvement. Jackie Whitley said she would work with Katie on Monday.

4. Old Business

4.1 Holiday Calendar 2020-2021

Chair Miller said that the holiday calendar had been submitted to the President's office. Chair Miller checked on the status, and stated that the academic calendar has been approved. Therefore, we should hear something soon concerning the approval of the holiday calendar.

4.2 WVCTCS-Title 135 Procedural Rule Series 14-Holidays

Effective December 1, 2019 West Virginia Code §133-14-1, rule regarding holidays in the state system of higher education was updated to say, "The president of each institution shall assure that the list is posted in appropriate locations on campus, including, but not limited to, the institution's website.

5. New Business

7.1 Support for Employees

Chair Miller stated that it was brought to her attention that several employees were in need of assistance. After discussion, it was decided and voted upon that Cheryl Elliott-Hicks would contact Jenn Dove, Chair of Southern Samaritans, to begin the process. Chair Miller also mentioned that the Hallmark Committee should send cards to Non-Classified Staff as well as Classified, all were in agreement.

6. Other
None

7. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Chris Gray made a motion to adjourn, and Jackie Whitley seconded the motion. The meeting adjourned at 1:46 p.m.


Patricia Miller, Chair


Donna Lafferty, Recorder

acting as Chair for the Dec 9, 2019 meeting where minutes approved.

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of November 18, 2019

12:30pm – 2:00pm, all ICR Classrooms

AGENDA

1. Roll Call by Recorder
2. Verification of Quorum and Call to Order
3. Approval of October 21, 2019 Minutes
4. Old Business
 - 4.1 FY 2020/2021 Holiday Calendar Status
 - 4.2 WVCTCS – Title 135 Procedural Rule Series 14 – Holidays
5. New Business
6. Reports
 - 6.1 ACCE Report – Chris Gray
 - 6.2 BOG Report – Dianna Toler
 - 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: 11-19-19 Time: 12:30pm

Meeting Location Via ICR

Fiscal Year: July 1, 2019 – June 30, 2020

COMMITTEE MEMBER	SIGNATURE
<i>Primary Occupational Representatives</i>	
Kim Maynard- Administrative/Managerial Rep.	
Carol Jobe-Technical/Paraprofessional Rep.	
Lee Stroud-Technical/Paraprofessional Rep.	
Jackie Whitby-Vice Chair, Professional/Non-Faculty Rep.	
Beverly McDonald- Professionals/Non-Faculty Rep	
Scott Pritchard-Service/Craft/Maintenance Rep.	
Danny White-Service/Craft/Maintenance Rep.	
Ruby Runyon- Secretarial/Clerical/Office Rep.	<i>Ruby Runyon</i>
Jennifer Dove- Secretarial/Clerical/Office Rep.	<i>Work Conflict</i>
<i>Campus Representatives</i>	
Susan Trammell-Boone/Lincoln Campus Rep.	
Cheryl Elliott-Hicks-Logan Campus Rep	
Rhonda Collins-Williamson Campus Rep.	<i>Rhonda Collins</i>
Patricia Brooks-Wyoming Campus Rep.	
Ex-Officio Voting Members:	
Patricia Miller-Chair	
Chris Gray-Chair, ACCE Representative	<i>Chris Gray</i>
Ex-Officio Non-Voting Members:	
Dianna Tolar-Board of Governors Rep	
Donna Lafferty Committee Recorder	
GUESTS - PLEASE PRINT NAME	

Southern West Virginia Community and Technical College

Classified Staff Council

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(LOGAN)

COMMITTEE MEMBER	SIGNATURE
Primary Occupational Representatives	
Kim Maynard- Administrative/Managerial Rep.	<i>Kim Maynard</i>
Carol Jobe-Technical/Paraprofessional Rep.	<i>Carol Jobe</i>
Lee Stroud-Technical/Paraprofessional Rep.	
Jackie Whitley-Vice Chair, Professional/Non-Faculty Rep.	<i>Jackie Whitley</i>
Beverly McDonald- Professional/Non-Faculty Rep.	<i>Beverly McDonald</i>
Scott Pritchard-Service/Craft/Maintenance Rep.	
Danny White-Service/Craft/Maintenance Rep.	
Ruby Runyon- Secretarial/Clerical/Office Rep.	
Jennifer Dove- Secretarial/Clerical/Office Rep.	
Campus Representatives	
Susan Trammell-Boone/Lincoln Campus Rep.	
Cheryl Elliott-Hicks-Logan Campus Rep.	<i>Cheryl Elliott-Hicks</i>
Rhonda Collins-Williamson Campus Rep.	
Patricia Brooks-Wyoming Campus Rep.	
Ex-Officio Voting Members:	
Patricia Miller-Chair.	<i>Patricia Miller</i>
Chris Gray-Chair, ACCE Representative.	
Ex-Officio Non-Voting Members:	
Dianna Toler-Board of Governors Rep	<i>Dianna Toler</i>
Donna Lafferty, Committee Recorder	
GUESTS - PLEASE PRINT NAME	
<i>Judy Kayz - Finance</i>	<i>Judy Kayz</i>

Miller, Patricia

From: Trammell, Susan
Sent: Monday, November 18, 2019 12:00 PM
To: Gray, Chris; Miller, Patricia
Subject: Meeting

I am OFF today, Sick..... I will not be at the Classified Staff Meeting.

Thank You!

Susan Trammell