

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

December 9, 2019

12:30 p.m.

ICR Classrooms on each campus

Minutes

Members Present: Cheryl Elliott Hicks, Logan Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Danny White, Service/Craft Maintenance Representative; Patty Brooks, Wyoming Campus Representative; Susan Trammell, Boone/Lincoln Campus Representative; Kim Maynard, Executive Administrative/Managerial Representative; Jennifer Dove, Secretarial/Clerical/Office Representative; Scott Prichard, Service/Craft Maintenance Representative.

Members Absent: Patricia Miller, Classified Staff Chair (Excused); Ruby Runyon, Secretarial/Clerical/Office Representative (Excused); Rhonda Collins, Williamson Campus Representative; Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative (Excused); Lee Stroud, Technical Paraprofessional Representative; Beverly McDonald, Professional/Non-Faculty Representative.

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

Guest Speaker: Samuel Litteral, Acting President

Staff Present: Donna Lafferty

1. Verification of Quorum and Call to Order

Due to the Chair and Vice-Chair being unable to attend the meeting, Chris Gray conducted the meeting as requested by Chair Miller. Chris Gray declared a quorum present, and called the regular meeting to order at 12:34 p.m.

2. Introduction of Guest Speaker

Chris Gray welcomed the acting President of Southern West Virginia Community and Technical College, Samuel Litteral. Chris Gray reminded everyone that by law, scheduled visits by the president are required periodically with the Classified Staff Council. This is the second quarterly meeting.

2.1 Questions

Samuel Litteral stated that he appreciated the invitation from Classified Staff Council to speak concerning the status of college affairs. President Litteral reported that the Higher Learning Commission report is finished, and asked that each employee becomes familiar with it. President Litteral also said that he received word that the mid-year budget cut looked doubtful, but was instructed to plan for one just in case. The President stated that we are in good shape

financially. A question was raised concerning the use of Watermark. President Litteral said that Watermark is a good tool, and we should continue to use it. However, he would like to see more training concerning the program.

3. Approval of Minutes

The minutes for the regular Classified Staff Council meeting of November 18, 2019, were presented for review and approval. A motion to accept the amended minutes as presented was made by Kim Maynard and seconded by Patty Brooks. The motion carried unanimously. Chris Gray declared the motion adopted and the November 2019 minutes approved.

4. Reports and Updates

4.1 Board of Governors-Dianna Toler

Dianna Toler stated that the next Board of Governor's meeting will be held December 12, 2019.

4.2 ACCE Report-Chris Gray

Chris Gray stated the following items were discussed during the November 12, 2019 ACCE Meeting held at New River Community and Technical College (Beaver, WV Campus).

4.2.1 Finalized ACCE presentation to the CCTCE for December 5, 2019

4.2.2 Discussed how to educate legislatures about higher education budgets and funding issues.

4.2.3 Develop more statewide contracts for various services such as library database that would help facilitate cost savings to the institutions.

4.2.4 Travel issues where some institutions are trying to deny paying travel for ACCE representative.

4.2.5 Bluefield State filed for financial exigency.

4.2.6 Discussed ongoing issues concerning PEIA.

4.3 Ad Hoc Committees

4.3.1 **Hallmark**
No Report

4.3.2 Legislative
No Report

4.3.3 Professional Development
No Report

4.3.4 Southern Samaritans
Jennifer Dove stated that the Southern Samaritans were able to assist four employees recently.

4.3.5 Website
No Report

5. Old Business
None

7. New Business

Question was raised concerning employees using an annual day for the day after Thanksgiving. Chris Gray explained that we do not follow the same holiday calendar like other state employees, and that Governor Justice did not declare the day after Thanksgiving a holiday.

8. Other
None

9. Adjournment and Next Meeting

There being no further business, Chris Gray asked for a motion to adjourn. Patty Brooks made a motion to adjourn, and Kim Maynard seconded the motion. The meeting adjourned at 1:07 p.m.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of December 9, 2019

12:30pm – 1:45pm, all ICR Classrooms

AGENDA

1. Roll Call by Recorder
2. Verification of Quorum and Call to Order
3. Introduction of Guest Speaker—Interim President Samuel Litteral
4. Approval of November 18, 2019 Minutes
5. Old Business
6. New Business
7. Reports
 - 7.1 ACCE Report – Chris Gray
 - 7.2 BOG Report – Dianna Toler
 - 7.3 Sub-Committees
 - 7.3.1 Hallmark – Patty Brooks
 - 7.3.2 Southern Samaritans – Jen Dove
 - 7.3.3 Website – Jackie Whitley
 - 7.3.4 Professional Development – Pat Miller
 - 7.3.5 Legislative – Pat Miller
8. Other
9. Adjournment

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

Date: 12/9/2019 Time: _____

Meeting Location Via ICR

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

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.	
Beverly McDonald- Professional/Non-Faculty Rep.	
Scott Pritchard-Service/Craft/Maintenance Rep.	<i>Scott Pritchard</i>
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.	
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>Coral P. [unclear]</i>	
<i>May [unclear]</i>	

Classified Staff Council Meeting
Williamson Campus December 9, 2019

Chris [unclear]
Jen [unclear]

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Beverly McDonald- Professional/Non-Faculty Rep.	
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✓ Susan Trammell-Boone/Lincoln Campus Rep.	
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Rhonda Collins-Williamson Campus Rep.	
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Patricia Miller-Chair.	
✓ Chris Gray-Chair, ACCE Representative.	
Ex-Officio Non-Voting Members:	
✓ Dianna Toler-Board of Governors Rep	
Donna Lafferty, Committee Recorder	<i>Donna Lafferty</i>
GUESTS – PLEASE PRINT NAME	