

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

**February 25, 2020**

**10:00 a.m.**

**ICR Classrooms on each campus**

**Unofficial Minutes-No Quorum**

**Members Present:** Patricia Miller, Classified Staff Chair; Cheryl Elliott Hicks, Logan Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Rhonda Collins, Williamson Campus Representative; Kim Maynard, Executive Administrative/Managerial Representative; Ruby Runyon, Secretarial/Clerical/Office Representative;

**Members Absent:** Danny White, Service/Craft Maintenance Representative; Patty Brooks, Wyoming Campus Representative; Susan Trammell, Boone/Lincoln Campus Representative; Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative (Excused); Lee Stroud, Technical Paraprofessional Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jennifer Dove, Secretarial/Clerical/Office Representative; Scott Prichard, Service/Craft Maintenance Representative.

**Ex-Officio Members:** Chris Gray, ACCE Representative (Excused)

Dianna Toler: BOG Representative

**Staff Present:** Coral Nutter

**1. Verification of Quorum and Call to Order**

Due to the fact that there were not enough members present for quorum, Chair Miller told the members that the Council could not vote on any required actions, but decided to go ahead and conduct the meeting.

**2. Approval of Minutes**

The minutes for the regular Classified Staff Council meeting of December 9, 2019, could not be approved due to lack of quorum; but, suggestions for corrections to be made will be forwarded on to Donna Lafferty, the Recorder, after this meeting. A draft of this meeting's minutes and of the December 9, 2019 minutes will be tabled until the next scheduled meeting.

**3. Reports and Updates**

**3.1 Board of Governors-Dianna Toler**

Dianna Toler gave her report on the activity of the Board of Governors. She stated that they had their retreat recently and there was a 4-hour training by Tracey Anderson who was the HLC Liaison for the Osteopathic School of Medicine. The training was for the Board of Governors to help them to know the Higher Learning Commission guidelines/expectations for college accreditation and how to ensure

that the college is in compliance with such. Dianna was asked about the search for the new president. She stated that she could not give us specific information on the candidates, but the search had narrowed down from the 59 applications to approximately 17 that had been given the Board of Governors for their review. The next thing would be the Board of Governors doing electronic interviews with those candidates in order to narrow down the choices to the best 2 or 3. The 2 or three candidates would then be invited to come to Southern where we all would be able to meet and talk with them. After those on campus interviews, the BOG would make their selection for the President's position.

**3.2 ACCE Report-Chris Gray (Excused)**  
No Report

**3.3 Ad Hoc Committees**

**3.3.1 Hallmark**  
No Report

**3.3.2 Legislative**  
Chair Miller stated that there had been no activity of the Legislative Committee since our last meeting of the Classified Staff Council.

**3.3.3 Professional Development**  
Chair Miller stated that the Professional Development Committee had not received any new applications for professional development since the last meeting.

**3.3.4 Southern Samaritans**  
Jennifer Dove was not present at the time, and Cheryl Elliott-Hicks gave a report of how much was in the Southern Samaritan account-\$2,867.83. It was suggested that we need to do a fund raiser but nothing was finalized.

**3.3.5 Website**  
Jackie Whitley was not present to give the report on the Website. Chair Miller stated that we need to take a picture of the Classified Staff Council Members and also of the Classified Staff to put on our new webpage. Chair Miller said that she would send out an email to all classified staff to meet in the Theater on Governance Day for the pictures to be taken. Katie Jarrell had said that she would be glad to take the pictures for us.

**4. Old Business**  
None

**5. New Business**

**5.1** The Chair asked the members present if they had read the JLC Report that was presented to the Peer Review Team for their focus visit on March 2<sup>nd</sup> and 3<sup>rd</sup>. Some had already the focus visit report on our website. Chair Miller said that we need to know what was in the report and be ready to answer any questions the Review Team may have. The Staff will be meeting with the Review Team in a general assembly to answer any questions that they would have for us.

**5.2** Chair Miller also stated that Susan Trammell, our Boone/Lincoln Campus Representative was leaving Southern employment, and we would need to find out from Jackle Whitley who was the second finalist in our elections. If there was no one else, then we would have to have another election to replace Susan.

**5.3** Chair Miller talked about the Food Pantry that Southern West Virginia Community and Technical College National Student Leadership Organization was creating on all campuses for the benefit of our students who may need access to food or supplies to help them while they were here at Southern. Cheryl Elliott-Hicks stated what she knew of the Food Pantry and said that all the details have not been settled yet, but should be very shortly. Chair Miller said that she would like for the classified staff to be active in helping with this project and donations for the pantry. All members present agreed that this was a good project and we should be helping our students in this way.

**8. Other**

Ruby Runyon stated that the Governor of West Virginia gave all state employees an additional ½ day off for Christmas Eve in 2019. Since we were already off on leave at this time, we needed to contact Interim President Sam Litteral to see when we can take the additional time off. It was stated on the revised Holiday calendar for fiscal year 2019/2020 that we would take the time off during the week of Spring Break. Chair Miller said that she would contact the President's Office to confirm when the additional ½ day could be taken.

**9. Adjournment and Next Meeting**

The meeting adjourned at 11:09 a.m.



Patricia Miller, Chair



Donna Lafferty, Recorder

**Southern West Virginia Community and Technical College**

**Classified Staff Council**

**Meeting of February 25, 2020**

**10:00am – 11:30am, all ICR Classrooms**

**AGENDA**

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- 1. Roll Call**
- 2. Verification of Quorum and Call to Order**
- 3. Approval of December 9, 2019 Minutes**
- 4. Old Business**
- 5. New Business**
  - 5.1 HLC Focus Visit and Meeting With Classified Staff Assembly**
  - 5.2 Council Member Replacement for Susan Trammell**
  - 5.3 Food Pantry for Students on All Campuses**
- 6. Reports**
  - 6.1 BOG Report – Dianna Toler**
  - 6.2 Sub-Committees**
    - 6.2.1 Hallmark – Patty Brooks**
    - 6.2.2 Southern Samaritans – Jen Dove**
    - 6.2.3 Website – Jackie Whitley**
    - 6.2.4 Professional Development – Pat Miller**
    - 6.2.5 Legislative – Pat Miller**
- 7. Other**
- 8. Adjournment**

**Southern West Virginia Community and Technical College**

**Classified Staff Council**

Date: 2/5/20 Time: 10:00am-  
Meeting Location Via ICR

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

Logan  
(no quorum)

COMMITTEE MEMBER	SIGNATURE
<b>Primary Occupational Representatives</b>	
Kim Maynard- Administrative/Managerial Rep.	<i>Kim Maynard</i>
Carol Jobe-Technical/Paraprofessional Rep.	<i>Carol Jobe</i>
Lee Stroud-Technical/Paraprofessional Rep.	<i>(excused)</i>
Jackie Whitley-Vice Chair; Professional/Non-Faculty Rep.	
Beverly McDonald- Professional/Non-Faculty Rep.	
Scott Pritchard-Service/Craft/Maintenance Rep.	
Danny White-Service/Craft/Maintenance Rep.	
Ruby Runyon- Secretarial/Clerical/Office Rep.	
Jennifer Dove- Secretarial/Clerical/Office Rep.	
<b>Campus Representatives</b>	
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.	
<b>Ex-Officio Voting Members:</b>	
Patricia Miller-Chair.	<i>Patricia Miller</i>
Chris Gray-Chair, ACCE Representative.	<i>excused - ACCE meeting</i>
<b>Ex-Officio Non-Voting Members:</b>	
Dianna Toler-Board of Governors Rep	<i>Dianna Toler</i>
Donna Lafferty, Committee Recorder	<i>excused (death in family)</i>
<i>Carol P. Autts</i>	<b>GUESTS – PLEASE PRINT NAME</b>

