

**Southern West Virginia Community and Technical College**  
**Classified Staff Council**  
**April 28, 2020**  
**10:00 a.m.**  
**Microsoft Office Teams**  
**Minutes**

- Members Present:** Patricia Miller, Classified Staff Chair; Ruby Runyon, Secretarial/Clerical/Office Representative; Rhonda Collins, Williamson Campus Representative; Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative; Lee Stroud, Technical Paraprofessional Representative; Cheryl Elliott Hicks, Logan Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Patty Brooks, Wyoming Campus Representative; Kim Maynard, Executive Administrative/Managerial Representative; Jennifer Dove, Secretarial/Clerical/Office Representative.
- Members Absent:** 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  
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 10:14 a.m.

**2. Approval of Minutes**

The Minutes for the regular Classified Staff Council meeting of December 9, 2020, were presented for review and approval. A motion to accept the amended minutes as presented was made by Dianna Toler and seconded by Lee Stroud. The motion carried unanimously. Chair Miller declared the motion adopted and the December minutes approved. The Minutes for the regular Classified Staff Council Unofficial meeting of February 25, 2020, were also presented for review and approval. A motion to accept the unofficial minutes as presented was made by Cheryl Elliot-Hicks and seconded by Lee Stroud. The motion carried unanimously. Chair Miller declared the motion adopted and the February unofficial minutes approved.

### **3. Reports and Updates**

#### **3.1 Board of Governors-Dianna Toler**

Dianna said the last Board of Governor's meeting was held on March 30, 2020 via teleconference, and the most pressing matter talked about was the Higher Learning Commission Focus Visit report. Dianna reported that each Board of Governor's Council member was given a copy of the report to look over. Dianna stated that the Board of Governor's Council voted and decided that Pam Alderman would be Southern's next President. Dianna announced that the Board of Governor's Council concluded that Pam Alderman was a better choice due to the fact she has had extensive experience with the Higher Learning Commission. Dianna Toler stated that the next Board of Governor's meeting will be held April 29, 2020 at 10 a.m. via Zoom, and the focus of this meeting would be Pam Alderman's contract and start date.

#### **3.2 ACCE Report-Chris Gray**

Chris Gray stated the last meeting ACCE had was in February due to Covid-19. However, Chris Gray said that there had been discussion concerning the announcement by WVU to possibly furlough employees, and although WVU is considered exempt, furloughing employees is against state code. Chris went into detail explaining that if employees are furloughed, those employees would lose all sick leave. Chris Gray stated that the legislation passage of amended Bill §18B-1-1f would allow other colleges to be considered exempt if they met certain requirements. Chris Gray reported the next meeting would hopefully be in May.

#### **3.3 Ad Hoc Committees**

##### **3.3.1 Hallmark**

Suggestions were made to send: Mac a welcome back card, Pam Alderman a welcome card and Sam a thank you card.

##### **3.3.2 Legislative**

No report

##### **3.3.3 Professional Development**

Chair Miller stated that she had received one request for reimbursement.

##### **3.3.4 Southern Samaritans**

Cheryl Elliott-Hicks gave a report of how much was in the Southern Samaritan account—\$2,867.83. Chair Miller stated that it would be nice to increase that balance by having a fund raiser in the Fall. Chair Miller asked classified staff to come up with suggestions for fund raiser. It was brought to Chair Miller's attention that the 2 part-time permanent employees lost their job due to Covid-19. Chair Miller

asked Jenn Dove to check with the rest of the committee to see if we could be of some help to them.

#### **4.3.5 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.

### **5. Old Business**

#### **5.1 Boone Campus Representative**

Chair Miller reported 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. Chair Miller stated she would like to have the election before the May meeting. Chair Miller also said that since we are scheduling our meetings via Microsoft Office Teams she would work on scheduling the meetings. Chair Miller asked if anyone knew when we would be returning to campus to work. Much discussion was made on the subject, and everyone agreed that it would be at least June 15, 2020 before we were back on campus.

### **6. New Business**

#### **6.1 HLC Focus Visit**

Chair Miller asked if everyone had read the HLC Focus Visit report, and if anyone had any questions. Classified Staff Council had much discussion on this topic. The Classified Staff Council expressed the understanding of how bad the report was for the college. Chris Gray explained that the HLC concerns could not be fixed within a matter of months, but the HLC does expect to see improvement and data to reflect that improvement. Chair Miller agreed with Chris Gray that the HLC is looking for specific data, and cautioned that this is very serious. Southern could receive sanctions (fines) and even lose our accreditation. One item of discussion was faculty credentialing. It was stated that the HLC looked at the credentials of four faculty members, and 3 out of 4 did not meet the HLC guidelines. It was also said that Southern does have an Institutional Procedure (SCP-2171) in place; however, it was not approved by the President's Cabinet until the fall of 2019. Another issue discussed was the topic of Co-Curriculum Assessment, and how it affects each department of the college. Some Council members stressed the lack of knowledge and training concerning Watermark and exactly what data the HLC wants to see. Council members stated that they would like someone appointed to take the lead and provide training on what data to use and where to input the data. Chris Gray stated that the Strategic Planning Commission developed an Excel form to collect data, and this form will

provide the data needed. Each department will have goals tied to the Strategic Plan, and the Excel form will provide the ability to see if goals are met. Another issue the HLC pointed out was the amount of turnover the college has seen over the last five-six years. It was stated that it might be beneficial for the Classified Staff Council to review not only Classified Staff's governance structure, but also the college's governance structure. Jackie Whitley stated that this data would be part of the Co-Assessment process. Chris Gray made a motion to allow Chair Miller create a sub-committee to review the current governance structure. Ruby Runyon seconded the motion and all was in favor. Chair Miller stated that this review would be a good start on assessment made by HLC. Chair Miller asked for volunteers for the sub-committee. Volunteers were: Ruby Runyon, Jennifer Dove, Jackie Whitley, Chris Gray, Dianna Toler and Kim Maynard.

#### **6.2 Classified Staff Pictures on Website**

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. Ruby Runyon suggested putting the date on the picture. Chair Miller thanked the Classified Staff Council for staying after to have picture taken.

#### **6.3 New President**

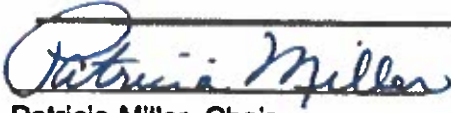
Pam Alderman is Southern's new President. Council members stated that since Pam Alderman knows the college, and the HLC, that she would hit the ground running. Pam Alderman stated she was available to start immediately.

#### **7. Other**

Ruby Runyon reminded everyone to do the survey that was sent to each employee via email. Ruby Runyon suggested that if an employee did not receive the email to check in their "other" email box. Chair Miller stated she would like to see 100% participation by classified staff, and she would send out an email to all classified staff reminding them to do the survey and assure them that the survey is anonymous. Cheryl Elliot-Hicks stated that she had talked to Judy Slazo, and Judy did not know about the meeting. Chair Miller said she would figure out how to include classified staff in the email invitation.

#### **8. 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 12:12 p.m.



Patricia Miller, Chair



Donna Lafferty, Recorder

