

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

**July 23, 2019**

**10:00 a.m.**

**ICR Classrooms on each campus**

**Minutes**

**Members Present:** Patricia Miller, Classified Staff Chair; Cheryl Elliott Hicks, Logan Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Ruby Runyon, Secretarial/Clerical/Office Representative; Lee Stroud, Technical Paraprofessional Representative; Danny White, Service/Craft Maintenance Representative; Patty Brooks, Wyoming Campus Representative; Susan Trammell, Boone/Lincoln Campus Representative.

**Members Absent:** Rhonda Collins, Williamson Campus Representative (Excused); Mark Bowens, Service/Craft/Maintenance Representative (Excused); Kim Maynard, Executive Administrative/Managerial Representative; Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative; Beverly McDonald, Professional/Non-Faculty Representative; Scott Prichard, Service/Craft Maintenance Representative; Jennifer Dove, Secretarial/Clerical/Office Representative (Excused);

**Ex-Officio Members:** Chris Gray, ACCE Representative (Absent; Excused)  
Dianna Toler: BOG Representative

**Staff Present:** Coral Nutter, Judy Slazo, Cassandra Goble.

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

Chair Miller declared a quorum present, and called the regular meeting to order at 10:20 a.m.

**2. Approval of Minutes**

The Minutes for the regular Classified Staff Council meeting of May 13, 2019, were presented for review and approval. A motion to accept the amended minutes as presented was made by Patty Brooks and seconded by Lee Stroud. The motion carried unanimously. Chair Miller declared the motion adopted and the minutes approved.

**3. Reports and Updates**

**3.1 Board of Governors-Dianna Toler**

Dianna Toler stated that Chair Miller and Chris Gray did a great job with their presentation, and represented Classified Staff well. The Board of

Governors questioned: student registration process; out of state travel; faculty turnover; drop lists process. Chair Miller said that she thought that the new Board of Governors Committee members were very involved and committed to the community.

**3.2 ACCE Report-Chris Gray**  
No Report (Chris attending ACCE Retreat)

**3.3 Ad Hoc Committees**

**3.3.1 Hallmark**

Cheryl Elliott-Hicks stated that each campus should have their cards now. Patty Brooks acknowledged that the Wyoming campus has received their cards.

**3.3.2 Legislative**  
No Report

**3.3.3 Professional Development**  
No Report

**3.3.4 Southern Samaritans**  
Ruby Runyon stated that Jenn Dove volunteered to Chair the Southern Samaritan committee.

**3.3.5 Website**  
Chair Miller noted that Jackie Whitley has submitted all information needed for the website. Chair Miller said that she would update the Council on any progress made.

**4. Old Business**

**4.1 Vice-Chair Election**

Chair Miller announced that Jackie Whitley had been nominated for Classified Staff Council Vice-Chair. With no other nominations, Jackie will continue as Vice-Chair of the Classified Staff Council. Chair Miller stated she would let Jackie know.

**4.2 Hallmark Committee Chair Election**

Patty Brooks volunteered to be Chair of the Hallmark Committee.

**4.3 Election**

Chair Miller announced that Classified Staff Council elections on April 26, 2019 went well. Chair Miller stated that she wanted to thank everyone for participating, and looks forward to working with new members in the coming year.

**5. New Business**

Much discussion was held on the 2020-2021 Holiday Calendar. Suggestions made: close all campuses the week of Thanksgiving; consider employees on alternative schedules. Chair Miller stated that she would write up a proposal and present it at the next meeting.

**6. Other**

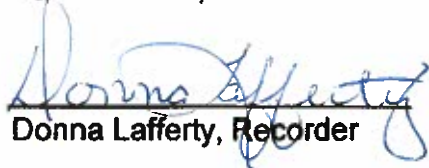
Chair Miller stated that she enjoyed the Classified Staff Development day held in June. Chair Miller commented on what a great job Stephanie and Jackie did on the workshops.

**7. Adjournment and Next Meeting**

There being no further business, Chair Miller asked for a motion to adjourn. Cheryl Elliott-Hicks made a motion to adjourn, and Carol Jobe seconded the motion. The meeting adjourned at 10:57 a.m.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

Meeting of July 23, 2019  
10:00am – 12:00pm, all ICR Classrooms

AGENDA

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1. Roll Call by Recorder
2. Verification of Quorum and Call to Order
3. Approval of May 12, 2019 Minutes
4. Reports
  - 4.1 ACCE Report – Chris Gray at ACCE Retreat on July 22 & 23, 2019
  - 4.2 BOG Report – Dianna Toler
  - 4.3 Sub-Committees
    - 4.3.1 Hallmark
    - 4.3.2 Southern Samaritans
    - 4.3.3 Website
    - 4.3.4 Professional Development
    - 4.3.5 Legislative
5. Old Business
  - 5.1 Election of Vice Chair of Classified Staff Council
  - 5.2 Election of Chair Hallmark Committee
6. New Business
7. Other
8. Adjournment

**Southern West Virginia Community and Technical College**

**Classified Staff Council**

Date: July 23, 2019      Time: 10:00am- 10:56pm

Meeting Location Via ICR

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

LOGAN

<b>COMMITTEE MEMBER</b>	<b>SIGNATURE</b>
<b>Primary Occupational Representatives</b>	
Kim Maynard- Administrative/Managerial Rep.	
Carol Jobe-Technical/Paraprofessional Rep.	<i>Carol Jobe</i>
Lee Stroud-Technical/Paraprofessional Rep.	<i>Lee Stroud</i>
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.	
<b>Campus Representatives</b>	
Susan Trammell-Boone/Lincoln Campus Rep.	
Ceryl Elliott-Hicks-Logan Campus Rep.	<i>Ceryl 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.	EXCUSED (ACCE Retreat)
<b>Ex-Officio Non-Voting Members:</b>	
Dianna Toler-Board of Governors Rep	<i>Dianna Toler</i>
Donna Lafferty, Committee Recorder	
<b>GUESTS – PLEASE PRINT NAME</b>	
<i>Judy Sizgo</i> <i>July 26 20</i>	
<i>Carol P</i> <i>not</i> <i>CORAL Nutted</i>	

Southern West Virginia Community and Technical College

Classified Staff Council

Date: July 23, 2019 Time: 10:00am- 10:30pm Williamson

Meeting Location Via ICR

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

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COMMITTEE MEMBER	SIGNATURE
<b>Primary Occupational Representatives</b>	
Kim Maynard- Administrative/Managerial Rep. VAC	
Carol Jobe-Technical/Paraprofessional Rep. ✓	
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. ✓	
Danny White-Service/Craft/Maintenance Rep. ✓	
Ruby Runyon- Secretarial/Clerical/Office Rep. ✓	Ruby Runyon
Jennifer Dove- Secretarial/Clerical/Office Rep. VAC	
<b>Campus Representatives</b>	
Susan Trammell-Boone/Lincoln Campus Rep.	
Cheryl Elliott-Hicks-Logan Campus Rep. ✓	
Rhonda Collins-Williamson Campus Rep. with Student / Testing	
Patricia Brooks-Wyoming Campus Rep. ✓	
<b>Ex-Officio Voting Members:</b>	
Patricia Miller-Chair. ✓	
Chris Gray-Chair, ACCE Representative. ACCE	
<b>Ex-Officio Non-Voting Members:</b>	
Dianna Toler-Board of Governors Rep. ✓	
Donna Lafferty, Committee Recorder ✓	
<b>GUESTS – PLEASE PRINT NAME</b>	

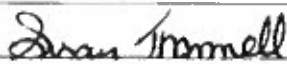
**Southern West Virginia Community and Technical College**

**Classified Staff Council**

Date: July 23, 2019 Time: 10:00am- 11:00

Meeting Location Via ICR

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

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

Southern West Virginia Community and Technical College

Classified Staff Council

Date: July 23, 2019 Time: 10:00am- \_\_\_\_\_

Meeting Location Via ICR

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

**COMMITTEE MEMBER**

**SIGNATURE**

**Primary Occupational Representatives**

Kim Maynard- Administrative/Managerial Rep.

Carol Jobe-Technical/Paraprofessional Rep. *bc*

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.

Danny White-Service/Craft/Maintenance Rep.

Ruby Runyon- Secretarial/Clerical/Office Rep.

Jennifer Dove- Secretarial/Clerical/Office Rep. *bc*

**Campus Representatives**

Susan Trammell-Boone/Lincoln Campus Rep.

Cheryl Elliott-Hicks-Logan Campus Rep.

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

Donna Lafferty, Committee Recorder

GUESTS – PLEASE PRINT NAME

*D. Stroud*

*Patricia Brooks*

*Absent - excused*

*Donna Lafferty*