

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

September 16, 2019

12:30 p.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; Danny White, Service/Craft Maintenance Representative; Patty Brooks, Wyoming Campus Representative; Susan Trammell, Boone/Lincoln Campus Representative; Kim Maynard, Executive Administrative/Managerial Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jennifer Dove, Secretarial/Clerical/Office Representative.

Members Absent: Rhonda Collins, Williamson Campus Representative(Excused); Jackie Whitley, Vice-Chair, Professional/Non-Faculty Representative; Lee Stroud, Technical Paraprofessional Representative(Excused); Scott Prichard, Service/Craft Maintenance Representative.

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

Guest Speaker: Samuel Litteral, Acting President

Staff Present: Anna Evans

1. Verification of Quorum and Call to Order

Chair Miller declared a quorum present, and called the regular meeting to order at 11:03 a.m.

2. Introduction of Guest Speaker

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

2.1 Questions

Samuel Litteral opened the floor for questions: Chair Miller asked Samuel Litteral about the budget. Samuel Litteral responded that the budget is something we should be concerned about, and we need to figure out how to grow enrollment. Samuel Litteral stated that financially we are in good shape. In fact, better than all the previous years he has been at Southern as CFO. Samuel Litteral

mentioned that he is planning on putting a new roof on the Williamson Library. There was much discussion on the WV Invests Grant, and how it did not go very smooth this semester. The WV Invests Grant did pay for 70 to 100 students this semester. Kim Maynard asked if the Early College Academy will be spreading to other campuses, and Samuel Litteral replied that he was not aware of the status at this time. With no other questions, Samuel Litteral stated that he was very thankful for everyone's support, and he was looking forward to working with Classified Staff Council in his new role as Acting President. Samuel Litteral also said that he is open to all questions anytime.

3. Approval of Minutes

The minutes for the regular Classified Staff Council meeting of July 23, 2019, were presented for review and approval. A motion to accept the amended minutes as presented was made by Cheryl Elliott Hicks and seconded by Kim Maynard. The motion carried unanimously. Chair Miller declared the motion adopted and the July minutes approved.

4. Reports and Updates

4.1 Board of Governors-Dianna Toler(Absent/Excused)

Chair Miller stated that the Board of Governors special meeting held on September 12, 2019 was short and sweet. The Board of Governors approved the retirement of Dr. Gunter as President of Southern, effective immediately, but Dr. Gunter will serve in an advisory capacity to the Board until January 3, 2020. The Board of Governors appointed Samuel Litteral as Interim President, effective immediately until a new President is hired.

4.2 ACCE Report-Chris Gray(Absent/Excused)

No Report

4.3 Ad Hoc Committees

4.3.1 Hallmark

Patty Brooks stated that she needed get well and sympathy cards for the Wyoming Campus. Jennifer Dove said she would send them to Patty.

4.3.2 Legislative

No Report

4.3.3 Professional Development

Chair Miller stated that she had received a request from Scott Prichard, and she would send the request on.

4.3.4 Southern Samaritans

No Report

4.3.5 Website

Kim Maynard stated that the website is great and so much easier to navigate. Chair Miller said she would like to take a picture of the Classified Staff Council for the website Governance Day (November 8, 2019).

5. Old Business

6.1 Holiday Calendar 2020-2021

Chair Miller presented two options for the 2020-2021 Holiday Calendar, and after much discussion, Patty Brooks made a motion to present option one to the President's cabinet for final approval. Susan Trammel seconded that motion.

6.2 Vice-Chair Election

July 23, 2019 meeting Classified Staff Council nominated Jackie Whitley for Classified Staff Council Vice-Chair. Jackie was selected by email acclamation. Kim Maynard made a motion for Jackie Whitley to be Classified Staff Council Vice-Chair, and Beverly McDonald seconded the motion.

7. New Business

7.1 Strategic Plan Representative-Wyoming Campus

Replacement for Britanie Morgan as Wyoming Campus Strategic Plan Representative will be Michael Hunter. Chair Miller stated she will write up recommendation and send to Emma Baisden for President's Cabinet.

7.2 Classified Staff November Fundraiser

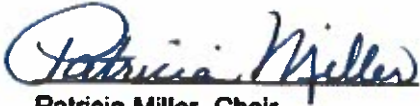
Chair Miller asked Classified Staff Council if anyone would be interested in doing a fundraiser in November. With no response from the council, Chair Miller stated that there would be no November fundraiser.

8. Other

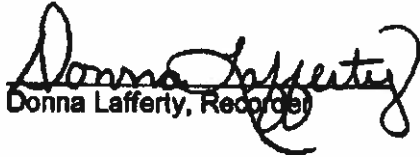
None

9. Adjournment and Next Meeting

There being no further business, Chair Miller asked for a motion to adjourn. Kim Maynard made a motion to adjourn, and Beverly McDonald seconded the motion. The meeting adjourned at 1:26 p.m. The next meeting will be held on October 21, 2019 at 12:30 p.m.



Patricia Miller, Chair



Donna Lafferty, Recorder

Southern West Virginia Community and Technical College

Classified Staff Council

**Meeting of September 16, 2019
12:30pm – 2:00pm, all ICR Classrooms**

AGENDA

- 1. Roll Call by Recorder**
 - 2. Verification of Quorum and Call to Order**
 - 3. Introduction of Guest Speaker – Samuel Litteral, Acting Interim President, Southern West Virginia Community and Technical College.**
 - 4. Approval of July 23, 2019 Minutes**
 - 5. Old Business - Finalization of 2020-2021 Holiday Calendar and Recommendation to Close College Thanksgiving Week FY 2019/2020**
 - 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**
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Southern West Virginia Community and Technical College
Classified Staff Council Meeting
 Date: September 16, 2019 Time: 12:30 pm- _____
 Meeting Location Via ICR
 Fiscal Year: July 1, 2019 – June 30, 2020

Logan

COMMITTEE MEMBER	SIGNATURE
Primary Occupational Representatives	
✓ Kim Maynard- Administrative/Managerial Rep.	<i>Kim Maynard</i> <i>Carol Jobe</i>
✓ Carol Jobe-Technical/Paraprofessional Rep.	
Lee Stroud-Technical/Paraprofessional Rep. <i>(excused) late shift</i>	
Jackie Whittay-Vice Chair, Professional/Non-Faculty Rep.	
✓ 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. <i>(excused) HSDC</i>	
✓ Patricia Brooks-Wyoming Campus Rep.	
Ex-Officio Voting Members:	
✓ Patricia Miller-Chair.	<i>Patricia Miller</i>
Chris Gray-Chair, ACCE Representative. <i>(excused) HSDC</i>	
Ex-Officio Non-Voting Members:	
Dianna Toler-Board of Governors Rep <i>(excused) Conference</i>	
Donna Lafferty, Committee Recorder <i>(excused) College Fair-Welch</i>	
GUESTS - PLEASE PRINT NAME	
<i>Samuel Litteral</i>	<i>Samuel Litteral</i>



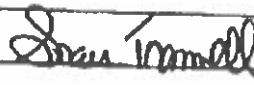

Southern West Virginia Community and Technical College

Classified Staff Council Meeting

Date: September 16, 2019 Time: 12:30 pm - 1:30 pm

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.	
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.	
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	
Aime Evans	

Wyoming

Southern West Virginia Community and Technical College
Classified Staff Council Meeting
Date: September 16, 2019 Time: 2:30 pm - 1:27 pm
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.	
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.	D. White
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.	
Rhonda Collins-Williamson Campus Rep.	
Patricia Brooks-Wyoming Campus Rep.	Patricia Brooks
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	Excused-Absent
GUESTS – PLEASE PRINT NAME	

Miller, Patricia

From: Gray, Chris
Sent: Monday, September 16, 2019 11:59 AM
To: Miller, Patricia
Subject: RE: FY 2021 Holiday Calendar Proposal

Importance: High

Pat

I will not be at the meeting because I will be at Mingo Central for Dual Credit registration. I would like to say I prefer Option #1 where we move our flex days to Monday for those affected weeks.

Also, I think the Council should ask Sam to officially close the college on Monday, November 25, 2019 and everyone taking one day annual leave. This would make sense since the college is going to be closed the rest of the week. This is Thanksgiving Week. Everyone is going to try to take the day off anyway, so why not just close us down that day.

J. Christopher Gray, M.B.A.

Manager Business/Auxiliary Services, Williamson Campus Representative, Advisory Council of Classified Employees Chair, Strategic Planning & Financial Review Committee Southern WV Community & Technical College Williamson Campus
1601 Armory Drive
Williamson WV 25661

Voice: 304-236-7614
Fax: 304-235-6042

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Mission Statement

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

-----Original Message-----

From: Classified Staff Council [mailto:STAFFCOUN-L@LISTSERV.SOUTHERNWV.EDU] On Behalf Of Miller, Patricia
Sent: Monday, September 16, 2019 9:36 AM
To: STAFFCOUN-L@LISTSERV.SOUTHERNWV.EDU
Subject: FY 2021 Holiday Calendar Proposal

Dear Council Members...

Attached you will find two calendar options for the next fiscal year (FY 2020/2021) that Ruby so graciously has worked on for us so that we do not have to...we must decide today on them so that we can move this forward. The President and Academics needs this calendar before they can work on the academic calendar for FY 2021...

We will need to finalize this today, if possible. Sam will be speaking first before we move on old business...

Patricia Miller

Manager, Business and Auxiliary Services Logan Campus Southern West Virginia Community and Technical College PO Box 2900, Mt. Gay, WV 25637

Phone: 304 896-7351

Fax: 304 792-7028

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-----Original Message-----

From: copier@southernwv.edu <copier@southernwv.edu>

Sent: Monday, September 16, 2019 9:30 AM

To: Miller, Patricia <Patricia.Miller@southernwv.edu>

Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Logan Building A Front Copier

Device Name: Logan Building A Xerox Front

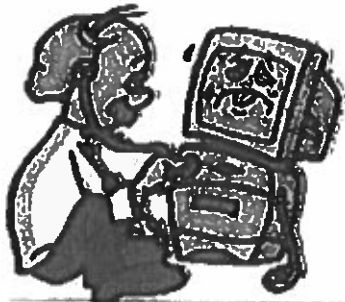
For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Miller, Patricia

From: Stroud, Lee
Sent: Monday, September 16, 2019 6:10 PM
To: Miller, Patricia
Subject: Sorry for missing our meeting!

Hi Pat!

I just wanted to let you guys know that I had to miss the meeting today! I worked the late shift for the ICR in the evening! I don't come in until 1pm when I work the late shift! I sorry! I hate to let you guys down!



Lee Stroud

Information Systems Technician

Logan Campus

Email: lee.stroud@southernwv.edu

Phone(304)896-7370

To request Technical Support or assistance: Call 304-896-7474 Monday through Thursday 8am-5pm, or submit a help ticket 24 hours/day, 7 days a week on our website <http://helpdesk.southernwv.edu>

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