Southern West Virginia Community and Technical College

Classified Staff Council
September 24, 2020
2:00pm

Microsoft Office Teams
Special Meeting Minutes

Members Present: Patricia Miller, Classified Staff Chair; Ruby Runyon.

Secretarial/Clerical/Office Representative; Kim Maynard, Executive

Administrative/Managerial Representative; James Parker,

Boone/Lincoln Campus Representative; Patty Brooks, Wyoming Campus Representative; Carol Jobe, Technical Paraprofessional Representative; Beverly McDonald, Professional/Non-Faculty Representative; Jackie Whitley, Professional/Non-Faculty

Representative; Rhonda Collins, Williamson Campus Representative; Jennifer Dove, Vice Chair, Secretarial/Clerical/Office Representative;

Danny White, Service/Craft Maintenance Representative.

Members Absent: Scott Prichard, Service/Craft Maintenance Representative; Lee Stroud,

Technical Paraprofessional Representative; Cheryl Elliott Hicks, Logan

Campus Representative;

Ex-Officio Members: Chris Gray, ACCE Representative

Dianna Toler: BOG Representative (Absent)

Staff Present: Donna Lafferty

1. Verification of Quorum and Call to Order

Chair Miller called the special meeting to order at 2:05 p.m. Chair Miller scheduled the meeting to discuss Southern West Virginia Community and Technical College's Holiday Schedule and revision of SCP-2360-Holidays.

2. Purposed Holiday Calendar

Chair Miller opened the floor for discussion concerning the 2021-2022 Holiday Schedule. After some revision, Chris Gray made a motion to accept the 2021-2022 Holiday Schedule as presented. Patty Brooks seconded the motion and all were in favor. Chair Miller will send to Emma Baisden.

3. SCP-2360-Holidays

Due to a change in West Virginia State Code §2-2-1 - Legal Holidays, Chris Gray revised Southern's Holiday Policy to reflect the changes made by the West Virginia Legislature. Chair Miller opened the floor for discussion. After some discussion, Chris Gray motioned to accept the revised policy and to send the policy directly to President Alderman's office. Patty Brooks seconded that motion and all were in favor.

4. Adjournment

There being no further business, Chair Miller asked for a motion to adjourn. Kim Maynard made a motion to adjourn, and Chris Gray seconded the motion. The meeting adjourned at 2:36pm.

Patricia Miller, Chair

Donna Lafferty, Recorder

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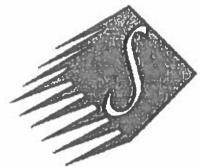
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Memorandum

To:

Dr. Pamela Alderman, President

From:

Patricia Miller, Chair, Classified Staff Council

Date:

September 24, 2020

Subject:

Holiday Schedule FY 2021/2022

At the September 24, 2020 meeting of the Classified Staff Council, we voted to recommend the attached Holiday Schedule for Southern West Virginia Community and Technical College for fiscal year 2021/2022.

WV State Code and Procedural Rule Series 14 requires that we observe specified holidays on the day designated. Independence Day (July 4th) will be observe by state agencies on Monday, July 5th, 2021 as per policy. Christmas Day (2021) and New Year's Day (2022) fall on Fridays. Therefore, in order to observe these holidays, we recommend moving our flex day from Friday to Monday in the weeks that these holidays fall. This has been done in the past and would prevent employees from using two days of their accumulated leave during the Christmas Break. We would then be designating December 21, 22, 23, 28, 29, and 30 (our six alternate days) to be set aside for the 2022 Christmas Break. We suggest Monday, May 30th, 2022 for Memorial Day holiday.

The schedule takes into consideration Title 133 Procedural Rule of the WV Higher Education Policy Commission Series 14 Holidays, Title 135 Procedural Rule of the WV Council for Community & Technical College Education Series 14 Holidays, Southern's four-day week schedule, the State of WV Holiday Schedule and the WV State Code.

Thank you for your consideration of this request.

Southern West Virginia Community and Technical College Holiday Schedule

Fiscal Year 2021-2022

* Independence Day
* Labor Day
* Thanksgiving Day
Alternate (in lieu of Veteran's Day)
Alternate (in lieu of WV Day)
Alternate (in lieu of Lincoln's Birthday)
* Christmas Day
Alternate (in lieu of President's Day)
Alternate (in lieu of Columbus Day)
Alternate (in lieu of Election Day)
*New Year's Day
* Martin Luther King Jr. Day
Memorial Day

^{*}As designated by West Virginia Code § 2-2-1 and Procedural Rule Series 14-Holidays § 3.1

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2021 Columbus Day, Veteran's Day, Election Day, and Year 2022 President's Day, Lincoln's Birthday, and West Virginia Day.

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SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS SCP-2360

SUBJECT: Holidays

REFERENCE: West Virginia Code §2-2-1. Legal Holidays; Title 135, Procedural Rule, West Virginia

Council for Community and Technical College Education, Series 14, Holidays

ORIGINATION: January 31, 2003

EFFECTIVE: January 12, 2018

REVIEWED: September 2017

SECTION 1. PURPOSE

1.1 The purpose of this policy is to determine holidays that will be observed by the employees of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is limited in scope and applicable to the employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 It is the policy of Southern West Virginia Community and Technical College to afford its employees appropriate opportunities for holiday observances in accordance with West Virginia Council for Community and Technical College Education requirements.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Full Holidays In accordance with the West Virginia Council for Community and Technical College Education requirements, the number of holidays shall be twelve, plus additional days for any statewide, primary or general efection.
 - 6.1.1 Designated Holidays Six designated holidays New Year's Day, Martin Luther King, Jr.'s Birthday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day shall be observed by the employees of Southern West Virginia Community and Technical College in accordance with

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the West Virginia Council for Community and Technical College Education requirements.

- 6.1.2 Alternate Schedule Holidays Six holidays Lincoln's Birthday, President's Day, Memorial Day, West Virginia Day, Columbus Day, and Veterans' Day may be scheduled by the President on alternate dates from the date on which the holiday occurs.
- 6.2 Elections Holidays Any scheduled work day on which a general, primary or special election is held is a holiday and shall be considered an alternate schedule holiday by the institution. Elections held on days the College is closed will not be designated as a holiday.
- 6.3 Additional Holidays Proclaimed by a Duly Constituted Authority All holidays proclaimed by the President of the United States, the Governor of the State of West Virginia or other duly constituted authority shall be observed by the employees of Southern West Virginia Community and Technical College. However, the President may designate alternative dates that such additional holidays are to be observed if the operational needs of the institution require such an adjustment.
- 6.4 Half-Holidays One-half day preceding Christmas or New Year's Day shall be designated and observed as a holiday by the employees of Southern West Virginia Community and Technical College when either such holiday falls on a Tuesday, Wednesday, Thursday, or Friday.
- 6.5 Reporting and Publication The President shall submit a holiday schedule to the Chancellor prior to June 30 of each year. The President shall post a list of holidays to be observed in the upcoming fiscal year at appropriate campus locations and shall cause further publication of the holiday schedule as is deemed appropriate.

SECTION 7. RESPONSIBILITIES

7.1 The President shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

SCP-2360, Holidays Page 2 of 3

3) 21/2020

Attachments: Nonc.

Distribution: Board of Governors (12 members)

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Revision Notes: March 2008 - Revisions reflect no substantial changes in procedure or documentation

requirements. Revisions reflect change in governance to Community and Technical College

System. Policy was reformatted.

July 2012 - One revision was made to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed

will not be designated as a holiday.

September 2017 - This policy was reviewed with no recommended revisions.

SCP-2360, Holidays Page 3 of 3

Southern West Virginia Community and Technical College Classified Staff Council Special Meeting/Holiday Schedule Date: 9/24/2020Time: 2:00pm-2:36pm

Meeting Location Via ICR Fiscal Year: July 1, 2019 – June 30, 2020

COMMITTEE MEMBER	SIGNATURE
Primary Occupational Representatives	
Kim Maynard- Administrative/Managerial Rep.	Teams
Carol Jobe-Technical/Paraprofessional Rep.	Teams
Lee Stroud-Technical/Paraprofessional Rep.	Absent
Jackie Whitley-Vice Chair; Professional/Non-Faculty Rep.	Teams
Beverly McDonald- Professional/Non-Faculty Rep.	Teams
Scott Pritchard-Service/Craft/Maintenance Rep.	Absent
Danny White-Service/Craft/Maintenance Rep.	Teams
Ruby Runyon- Secretarial/Clerical/Office Rep.	Teams
Jennifer Dove- Secretarial/Clerical/Office Rep.	Teams
Campus Representatives	
James Parker-Boone/Lincoln Campus Rep.	Teams
Cheryl Elliott-Hicks-Logan Campus Rep.	Absent
Rhonda Collins-Williamson Campus Rep.	Teams
Patricia Brooks-Wyoming Campus Rep.	Teams
Ex-Officio Voting Members:	
Patricia Miller-Chair.	Teams
Chris Gray-Chair, ACCE Representative.	Team
Ex-Officio Non-Voting Members:	
Dianna Toler-Board of Governors Rep	Absent
Donna Lafferty, Committee Recorder	Teams
GUESTS - PLEASI	E PRINT NAME