Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, September 13, 2012*

*Location: President’s Board Room*

**Call to order at 2:05**

**Attendance:** Shannon Payton – Absent Excused

**Approval of Minutes for April 12th 2012:** Minutes approved

**Knowledge – Special Guest CHRO Peggy Carmichael**

* **FMLA (Family Medical Leave Act)**
  + Provided information / documentation on FMLA
    - Employee Rights and Responsibilities
      * Discussed situations where FMLA is applicable.
      * Military Family Leave Entitlements
        + Military reasons only as defined under employee rights and responsibilities.
        + Extended beyond the 12 weeks to 26 weeks if an immediate family member is injured in the line of duty.
      * Benefits and Protections
        + Maintain health insurance

Employee is still responsible for their portion of the health insurance premiums.

* + - * + Upon return from FMLA, your position (or a comparable position), salary, etc are restored.

Unless the institution undergoes a “re-structuring” where positions are removed.

* + - * Eligibility requirements
        + Employed for 1 year
      * Definition of Serious Health Conditions
        + Must show proof that the employee/family member is under the care of a doctor.
      * What triggers FMLA?
        + You must communicate with the institution

Through supervisor

* + - * + You must complete the medical leave request form
        + Additional paper work must be completed by physician for specific reason for leave.
        + Always speak to live person when making a FMLA request. DO NOT LEAVE VOICE MESSAGES!
      * Use of FMLA
        + Intermittent Leave

Can be used for 30 minute intervals

Employees are able to work through periods under FMLA when able to extend the time limit.

* + - * Confirmation of FMLA Requests
        + Eligibility confirmation

Designation confirmation

* + - * + If leave is not FMLA protected, employee is notified.

**BOG Report – Lucy Kefauver**

Following call to order and approval of minutes:

Action Item

* Recognition of Student Rep Kathi Ferrebee for her service to the Board

President’s Report

* Military Friendly school
* Rethink College Practices
* Budget Cuts – 7.5%
* Tuition ranking- national- #81of the top 100 most affordable
* Met with OVMC about partnership possibilities
* Met with local superintendents about Middle College
* Met with Board members individually about the future of the college
* Presented at OVAC All Star game- first runner up Queen of Queens
* Reviewed options for new programming and reduction of non-profitable programs; this will be data-driven
* Met with consulting group, HCM, to discuss the state’s use of performance-based funding in the future
* Community Activities
  + Annual Golf Outing
  + Wheeling Arts Festival
  + Wheeling Chamber of Commerce Board
  + Regional Economic Development Board
  + Wheeling Rotary

COF/ VPAS

* ATC project update – February completion; B&N / Student Union groundbreaking TBA. (will be 9-20-12)

Dean of Community Relations

* WVNCC Affordable tuition article (State Journal)

VPSS

* Fall Enrollment

VPWD / Weirton Campus Dean

* HLC Visit
* Self-Study update

VP Academic Affairs

* Title III grant update; Dev Ed delivery methods

Old Business

* None

New Business

* Election of Officers- Chair- Dr. Cummings; Vice Ms. DeGarmo; Secretary Ms. Byrum

Adjournment

**Budget Report – Pat Stroud**

* Nothing to report

**ACCE Report – Melanie Eberhart**

* The Vice Chancellor for Human Resources (Dr. Shenita Brokenburr’s previous position)

position can be viewed on the HEPC site

* + Some ACCE members will be serving on the search committee for this position
  + The search committee will begin review of applications for this position soon.
  + Proxy discussion – consider a policy within CSC for one of the officers to act as a proxy or set a procedure for selecting a proxy.
  + Emergency Rule – Draft #3
* ACCE to submit our input on this rule next week.
* Draft 3 was just given to us and has some significant changes from the first two drafts.
* Additional sections
  + Human Resource Reviews
  + Calculation of Non-Classified and Classified Staff
  + Salary Benchmarking
  + Employee Classification and Compensation
  + Organizational Accountability and Rules
  + Full Funding of Classified Employee Salary Schedule
  + Classified Employee Salary Payment Beyond the Salary Schedule
* Change is coming - WVU new Salary Ranges – Please see attachment and

understand this is WVU’s new Pay scale which will take effect on October 1st.

This is not a state wide pay scale.

* Raises the entry rates
* Widens salary ranges
* Eliminates 15 year cap on years of service
  + WVU to be more competitive in recruitment of qualified classified staff
* Discussed a proxy for ACCE to be considered for constitution/by-laws

**Safety / Rules Committee**

* September is National Emergency Preparedness Month
* Lock down drill being planned for November on Wheeling campus only

**President’s Council**

* Nothing to report

**Constitution / By Laws Committee**

* Nothing to report

**Old / New Business**

* Special election committee created for the filling of vacant sector rep positions
  + Margaret DeCola
* Work email usage was discussed
  + The work email is the property of the institution, not the employees

**Adjourn**

* Meeting adjourned at 4:31 pm