Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, November 10, 2011*

*Location: B&O Board Room*

**Call to order at 2:05pm**

**Attendance**

* All council members present

**Approval of Minutes**

* Minutes approved by the majority

**Christmas Parade**

* Shannon Payton went over the upcoming Christmas Parade float
* Asking for volunteers to assist with the parade
* Ages 4 and up for riding on the float during the parade
* The following people offered to help, she is hoping for 6 total volunteers
  + Kim Hart
  + Sarah Griffith
  + Lucy Kefauver
  + Alicia Frey

**Special Guest – Steve Lippiello**

* Safety – Where it started
  + Executive safety committee
    - Comprised of Steve Lippiello, Janet Fike and Peggy Carmichael
    - Discusses a variety of security/safety related issues
* Safety – What’s been done
  + Researched the necessary steps for hiring a on campus police officer
    - Realized the college would need to provide the officer with the materials he needed. The city would not provide and therefore the idea was canceled.
    - Spoke to Chief of Police, arrangements have been made, via memorandum of understanding, to have an active duty police officer here during the day light hours
    - Effective date January 3rd 2012
    - Officer will maintain a continuous patrol
    - Possibility of moving all classes to (1) building for Saturday
    - Discussed the possibility of what the officers hours will be
      * Work Monday-Thursday, off Friday, work Saturday
    - Improving security cameras and lighting on all campuses
    - Also considering limiting access to the B&O building to the main entrance only. East and West doors would be locked
    - Additionally considering a swipe card system in which bar codes would be attached to ID cards and would be required to be scanned in order to gain access to the building
  + Questions & Comments
    - Shannon Payton
      * Q: How will the cameras be monitored?
      * A: Steve, Peggy, Janet, and other authorized personnel will have access to the cameras both on and off campus. The cameras will be constantly monitored
    - Lucy Kefauver
      * Q: ACT testing, limiting access would require the test

locations to be changed

* + - * A: Will be considered (non-quote)
    - Tom Queen
      * Q: How are we determining which police officer is hired?
      * A: When we interviewed the gentlemen they have interviewed so far, there was some hesitation. Would prefer to have local input on the character of the officers.
      * Q: Mr. Carter incident, was he charged with anything?
      * A: Looking into why he was not charged with trespassing
    - Margaret DeCola
      * C: Cameras are expensive, suggested homeland security funds?
      * Q: How will the college cover the vacation/sick time for the officer
      * A: Executive safety committee/added duty to patrol officers
      * Q: East and west doors being locked from outside. I am concerned that if someone is outside and is attacked, they would not be able to get in except through the front doors. This is a cause for concern.
      * A: Will be discussed
    - Pat Stroud
      * C: Any other information on who the trouble makers are in the school that can be made available would be greatly appreciated
      * C: Communication from floor to floor needs to be more effective
    - Sarah Griffith
      * C: Suggested more communication between staff and administration
    - Kim Hart
      * C: Agreed with Sarah that there needs to be more efficient communication between staff and administration.
    - Tom Eltringham
      * Q: Executive Safety Committee – during times when Steve, Janet & Peggy are not here, who would be the contact person
      * A: Jim is available at almost all times, and Steve is always available via cell phone, even if he is not present on campus

Additional Comments:

Shannon – How do we address the issue of notifying all employees of what executive safety committee member should be notified when absent

**Committee and Sub-Committee Reports**

* **BOG Meeting – Lucy Kefauver**
  + See attachment
* **ACCE Meeting – Melanie Eberhart**
  + See attachment
    - Also looking for someone to go to the December meeting in her place as she will not be able to attend
    - See Melanie for proxy form necessary to vote in her absence
    - Must speak to Dr. Olshinsky for travel arrangements

**Budget**

* Pat Stroud reviewed the following:
  + Working with capital requests
  + Perkins money requests
    - Both should be completed shortly
  + Next to come up will be the OTPS for departments
    - Tentative due date is December 19th 2011
* Invitation for next council meeting: Mike Koon regarding Perkins Money

**Safety Committee**

* Have not met
* Last date met (date)

**Rules Committee**

* Have not met
* Last date met (date)

\*\* Shannon Payton requests that the tobacco free policy be added to the agenda for the Presidents Council meeting. \*\*

**Subcommittee of Constitutional By-laws**

* Added Melanie Eberhart as a committee member
* No meeting date set as of yet

**Website update**

* Due to the recent upgraded WVNCC website and lack of access to the new site, the Council meeting minutes are not currently available online. This will be taken care of as soon as possible.

**Old and New Business**

* Lucy Kefauver informed the Chair that he is invited to announce the names of the graduates at commencement
* He is considering it

**Motion to adjourn**

**Meeting adjourned at 4:08 pm**