Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, November 8, 2012*

*Location: B&O Boardroom*

**Call to order at 2:07pm**

**Attendance:** Absent – Pat Stroud (excused), Lucy Kefauver (excused)

**Approval of Minutes for October 11, 2012:** Shannon Payton moved; Margaret DeCola seconded; motion approved

**Elections**

* Welcome new members: Hilary Curto, Shelly Reager, Tami Becker, Mike Harbourt

**Committee and Subcommittee Reports**

* Constitution/ Laws
	+ Scheduled to meet November 27
	+ First draft of constitution and outline of By Laws handed out/emailed from Melanie

B.O.G.

* Nothing to report – no October meeting; meeting tonight, November 8, at 5:00pm

ACCE

* See attached

Safety

* Last meeting November 7
* Finalizing Emergency Plan final draft, bids out for swipe card access, finalizing contract (no timeline yet)
* No trespassing list will be added to faculty/staff and adjunct portal
* Lockdown Monday, November 19

Rules

* Computer and Internet Usage Rule – out for comment

Presidents Council

* Nothing relating to classified staff to report

**Old business**

* Computer & Internet Usage Rule review
* Comments, Questions & Concerns: too vague, need to define language, morale issues, what are the safeguards of access from others (choosing employees to monitor), defining what is permitted

**New Business**

* Monday, November 12, Thanksgiving Luncheon – request to make all functions 12:30-2:30pm to accommodate everyone
* Christmas Parade – new float, volunteers need to contact Shannon Payton by Tuesday, November 13 - all employees, students & children (children must be accompanied by a parent) may participate
* Reminder for Veterans Day – Thank a Vet
* Smoking Rule into effect November 15, transitional period until January 1

**Adjournment – 3:34pm**