Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, February 12, 2015*

*Location: B&O, President’s Board Room*

**Call to order at 10:00am**

**Attendance: Margaret DeCola, Jenna Derrico, Peggy Carmichael, Hilary Curto, Tami Becker, Bob Gibb, Pat Stroud, Melanie Eberhart, Shelly Turbanic**

**Absent: Dave Monteleone, Kim Hart,**

* **ACCE Report – See Attached**
* **BOG – See Attached**
* **Budget Committee – See Attached**
* **Constitution By Laws – Next meeting scheduled for the week of 2/16**
* **Presidents Council – See Attached**
* **Rules – No meeting**
* **Safety – Main doors have been installed on Wheeling Campus. Have been a few glitches, at this time they have all been worked out. Concern from evening officers who are having to let students in for evening classes due to students not having IDs.**

**Professional Development video available**

**Tami Becker mentioned she is on the retention committee, advising committee, CS can forward suggestions or ideas to her**

**Employee Satisfaction Survey – 2/6 meeting**

* **Breakout groups reviewed and revised sections of survey, these changes were given to IR and Dr. Riley to work on the next draft. Final survey will be sent out in sections as completed and seen fit to apply to specific needs of the College.**

**New Business:**

* **Morale suggestions** 
  + **Recognize comments or suggestions from employees (thank you for submitting your idea)**
  + **Employee appreciation day**
  + **Casual dress through summer**
  + **Specific department employee recognition day or week – (ex. maintenance week, math facuty week)**
  + **Campus Communicator spotlight on specific department**
  + **Employee of the month/week**
  + **Working more collaboratively – (ex. Envelope stuffing pizza lunch)**
  + **Career Ladders – discussion with supervisor about possibilities for the future**

**Forward any ideas to Dr. Riley**

**CSC Election – suggestions for this year’s election. Continue with electronic format? Next meeting discuss committee.**

**HR:**

* **OASIS – new bi-weekly pay has been pushed back again. Jan. 2016**
* **All retirement and resignations are being reviewed and determined what is best for the College for possible filling**
* **Fred Oelschlager has retired, but will still be working with the College**
* **Career Counselor position – still unfilled**
* **2/15 College Goal Sunday**
* **Recommendation made for customer service training for staff (March/April)**
* **WV Higher Ed. Comm. Personnel Report 2014 (report attached – WVNCC pg.19)**

**Executive Session**

**Adjournment: 11:50am**