Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, April 12th 2012*

*Location: President’s Board Room*

**Call to order at 2:00**

**Attendance: Melanie Eberhart, Phil Bishof, Margaret DeCola (Absent with notification) Phil returned.**

**Approval of Minutes for March**

**Lucy Kefuaver – made the motion to accept**

**Pat Stroud- second the motion**

**Minutes approved**

**Special Guest Peggy Carmichael**

* **Knowledge: Administrative Procedure**

**Are less formal than BOG rule. Deal with internal management. Subject matter is not required by code. Usually discussed at President’s Cabinet, President’s Council, and so on. They are simple procedures allowing for changes and continuous changes. They do not need to go through the rules committee. Most rules are required by WV code or the CTCS series. If there is a need or question to change a procedure you can submit to your supervisor, the president, or Peggy. There is no form for submitting a change.**

* **Open Discussion: Morale Survey**

**Morale Survey – Summary of information is being prepared.**

**Communication- having department meetings was a suggestion. Will be discussed at President’s Council. What does CSC suggest?**

**Appreciation second issue – some ideas have been discussed and will be looked at in the future.**

**Lack of sufficient pay- staff work with the college to work with state legislators for increased appropriations to provide increases. This way suggested by Dr. Olshinsky. WVNCC is waiting on guidance from central office in regards to a salary scale. At this time it is not in best interest to proceed separately without guidance from the central office.**

**Equity issues in regards to internal postings being ran before external job postings. They are run concurrently. Before external candidates are looked at internal candidates are looked at first. These are classified positions.**

**Another concern is that individuals are not able to apply for a position. Everyone has the opportunity to apply unless you are on the probationary period.**

**Additional responsibilities – example when someone leaves. They do not always mean a PIQ upgrade. It may just mean increase in volume. Additional responsibilities that make a significant change in your PIQ then it needs to be reviewed with your supervisor.**

**Professional development- why is it offered to some and not others. It is offered to everyone. If they feel that they do not have the opportunity they need to work with the supervisor, administrator, and then if no result HR to see why they are not able to participate.**

**Unity- coming together for lunches or different things of that nature. There are some things that are being worked on currently.**

**Rules – people do not have opportunity to comment. There is representation of Rules Committee, and President’s Council, as well as the BOG.**

**Representation- most committees have representation from classified staff.**

**Leadership – training needs to be available to supervisors and administrators. Working on building a supervisors library. Session on educating them in president’s council.**

**Organization structure- working on the common goal of the institution.**

**Liaison between staff and administrators- Peggy has been appointed as that person by Dr. Olshinsky.**

**Weirton and New Martinsville – comments that they did not have input on issues. They need to work with their campus Dean’s.**

**Assumptions that we discourage teamwork- it is assumed that there is just hanging out. Difference between teamwork and just hanging out.**

**Discussions will be held out President’s Cabinet and President’s Council and more feedback will be asked of council at a later date.**

**Open Discussion HR Joint Meeting- There will be no further HR joint meetings. In accordance with SB 330 CSC has issued an open invitation to our CHRO. She has accepted this invitation.**

**Phil to send Peggy calendar invite for these meetings.**

**Shannon Payton New Employees – Welcoming employee’s information to them. Possibly holding a meeting on each of the campuses. Tabled until next meeting.**

**Constitution Committee Report- Next meeting April 19th.**

**ACCE Report- see attachment**

**BOG Report- see attachment**

**President’s Council Report- Lockdown procedure was presented. Still working on finalizing the procedure. Workshop on discipline with employees was presented by Alicia Frey. Institutional Advancement office presented on what her area does. Steve Lippiello presented budget report. Updates on security, cameras, and lighting. Bids for Straub properties have gone out.**

**Budget Committee Report- see attachment.**

**Safety Committee Report- Employees leaving items unsecured in areas. Steve Lippiello has sent out a reminder email about this. Lockdown procedure reviewed again. Screens to be enabled stating that we are in lockdown. Lighting and card access is being worked on for fall. Should be out to bid within a few weeks.**

**New Business**

**BOG Meeting- Per WV state code BOG must meet annually with CSC. We will continue with annual presentation this year and begin transition to WV state code. No later than April 24th any questions, comments, or concerns with resolutions to be emailed to Lucy. Also begin with the planning of the presentation for the May BOG meeting. Presentation is May 24th. Lucy will be working on the format of this process.**

**Old Business**

**Review of Minutes**

**Adjourn 4:35**