**Classified Staff Council** West Virginia Northern Community College

Minutes Tuesday, October 12, 2010

2:00 pm President’s Board Room

**Attendance: Thomas Queen, Robert Wycherley, Kim Hart, Pat Stroud, Jared Tice**

**Guest: Dr. Olshinsky**

Call to Order at 2:05pm by Zac Wycherley, Chair

**Discussion with the President:** Dr. Olshinsky discussed the following items with Council:

* Staff representation on the policy committee to replace Pam Woods who was promoted to a non-classified position. Council was advised to submit staff nominations for the committee.
* The trial use of “time clock” software with some employees. No decision has yet been made to expand its use but the HR department is considering it.
* Changes in EEO categories of some employees. He agrees to look into the issue.
* Progress in the expansion of the Weirton campus including upgraded health science labs.

**Minutes:**  Approval of the September minutes was tabled until next meeting.

**ACCE and the Legislature:** Jared Tice, ACCE Representative, reported:

* The ACCE met at the West Virginia School of Osteopathic Medicine in Lewisburg.
* The new HEPC/CCTCE Human Resource Director was in attendance.
* HEPC Chancellor Nolan was a finalist for a position in Tennessee.
* The ACCE has been advised that there will be a higher ed personnel bill introduced in the 2011 legislative session. The details are not yet known.
* Jared Tice has been appointed chair of the ACCE’s Legislative Committee.
* The ACCE is currently working on bullet points addressing legislative issues or concern for state higher education employees.
* The next schedule ACCE meeting is set for October 20th in Institute, WV.
* The ACCE will meet in Wheeling on Thursday, December 2, 2010. Jared suggested that staff bring s covered dish and meet the ACCE representatives from other campuses.

**BOG:** Robert Wycherley reported:

* The Board of Governors met August 26th.
* Joe Craycraft was re-elected to serve as Board Chair for another term and Ann Harmon will continue as Board Secretary.
* The Institutional Fundraising Rule was passed on third reading and is now in full effect. It passed with one dissenting vote, Zac Wycherley’s.
* The Board approved a one-time “salary enhancement” for those over one year service who did not receive a salary schedule step increase in July, 2010. This one-time “enhancement” was done in a manner to comply with directives form the Governor’s office. Eligible employees should receive the increase in October but will have to sign an acknowledgement that it will terminate on July 1, 2011. Administrators and re-lined staff will receive a 4% “enhancement”.

**Constitution:** Susie Barnette reported the revised staff constitution has been sent to all staff via *Survey Monkey* and final vote results will be tabulated on Friday, October 15th. Susie Barnette has been working with Melanie Eberhart in the Institutional Research department to conduct the balloting.

**Mid-Term Elections:** There was a brief discussion concerning the November mid-term elections and the possibility of Governor Manchin moving to the U.S. Senate and W.V. Senate President, Earl Ray Tomblin, moving into the Governor’s seat. The change in administration may have an effect on state higher education employees and possible personnel related legislative actions.

**Web Page Maintenance:** The Classified Staff web page needs to be updated and developed. Jared Tice volunteered to work with Susie Barnette and the IT and PR departments t get proper access and to develop the web site.

**Other Issues:** Concern was expressed by several members present about the continuing lack of sufficient staffing in several departments and the negative effect it can have on retention of students.

**Next Meeting:** November 9, 2010 at 2:00 p.m., President’s Boardroom.

**Adjourned:** 3:15 p.m.

**Respectfully Submitted:**  by Zac Wycherley

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**