Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, October 13, 2011*

*Location: B&O Board Room*

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

**Not in attendance:**

* Melanie Eberhart
* Margaret DeCola

**For the record:**

The following individuals are no longer on Council and their positions need filled:

* Jason Woods
* Megan Doyle

**Vacancies:**

Chair will check with the individuals from the sectors with vacancies to see who would be interested. After he determines who is willing to be nominated, he will forward those names to Melanie Eberhart who will prepare a survey for the Assembly to vote.

**Treasurer:**

Shannon Payton has volunteered to be the treasurer for this council. This is a non-voting position.

**No Special Guests**

Special guests will be invited on a monthly basis individually

**ACCE Report:**

* Council meeting notes and minutes must be posted and open for viewing
* October 16-22nd “Freedom from workplace bullies” week
* See attachment (attach file from Mel)

**BOG Report:**

August 25th, 2011

 Reviewed meeting notes provided by Lucy Kefauver

September 22nd, 2011

 Reviewed meeting notes provided by Lucy Kefauver

**Presidents Council Report:**

Chair failed to bring minutes

**Budget Committee Report:**

* Pat Stroud shared the tentative schedule

**Rules and Safety:**

* Rules committee has not met
* Safety committee met last month. They are working on the ETM training (floor monitors)
* Executive committee has been meeting
* Lucy Kefauver will be contacting Peggy Carmichael about including those who are present evenings and weekends in the ETM training

**Sub Committee Appointments:**

* Pat Stroud has been confirmed as the representative on the Budget Committee
* Shannon Payton and Lucy Kefauver have been confirmed as representatives on the Safety Committee
* Shannon Payton has been confirmed as the representative on the Rules Committee

**HR Joint Meetings (Changed from Heads of Council)**

* Chair opened the floor for a vote
	+ Unanimous vote in favor of HR Joint meetings to include Chair, BOG and ACCE.
* Constitution Committee
	+ Kim Hart, Shannon Payton and Thomas Queen have volunteered to be on the Constitution Committee.

**Review of Minutes:**

* Discussed review/approval procedure for meeting minutes

Adjourned at 3:59pm