West Virginia Northern Community College

**Classified Staff Council**

**Meeting Minutes of Friday, October 30, 2009**

**In attendance:**

Robert “Zac” Wycherley, Chair

 Pamela Woods, ACCE Representative

 Margaret DeCola, Technical and Paraprofessional Sector Representative

 Tracy Jenkins, Technical and Paraprofessional Sector Representative

 Pat Stroud, Administrative/Managerial Sector Representative

 David Hanes, Professional Sector Representative

 Lucy Kefauver, Technical and Paraprofessional Sector Representative

**Not in attendance:**

Ina Robinson, CSC Secretary

Susan Barnette, Clerical and Secretarial Sector Representative

 Thomas Queen, Service/Maintenance Sector Representative

 Kimberly Hart, Clerical and Secretarial Sector Representative

 Thomas Eltringham, Service/Maintenance Sector Representative

**Called to Order** at 2:00 p.m. by Mr. Wycherley.

**Guest:** Dr. Martin Olshinsky, President

**Minutes** of the July and September Classified Staff meetings were approved as submitted.

**Committee Reports:**

 **Board of Governors**: Zac Wycherley reported that the BOG had met on October 19th. The two action items were to approve the Red Flag Rule on second reading (related to privacy of personal and financial records and protection from identity theft) and the approval of raises for faculty, administrators and classified staff with 15 plus years of service as reported by Dr. Olshinsky (staff under 15-years of service received their pay increase on July 1.

 **ACCE:**  Pam Woods reported that the Personnel Study is continuing and there is hope of having some preliminary issues entered into the next legislative session which begins in January.  Meanwhile, there will be legislative interims to review and make proposals.  An e-mail was sent to classified staff members with updates and welcomes any questions or concerns she can take to the Advisory Council.  A meeting of the Legislature’s Select Committee on Higher Education Personnel was held on Tuesday, September 14, 2009 with presenters on the Personnel Study. The goal is to start the preliminary process and have proposed legislation by January.  Areas of the Personnel Study on which the ACCE plans to focus are:  making PIQ’s easier and having rules and regulations set for timeframes between employee, supervisor, and Human Resources; and fair treatment between employee groups (i.e. faculty, staff, and administration). This phase also covers Human Resources best practices.

**New Employee Handbook Committee**: Pam Woods, Lucy Kefauver, Margaret DeCola and Hilary Curto will report more findings in the future; a brochure was brought by Pam Woods for an idea to get the ball rolling.

**College Reports:**

 Budget Committee: Pat Stroud reported

 Mr. Wycherley will make an appointment with the President to discuss enhanced staff representation on college standing committees.

**Old Business:**

 Mr. Wycherley advised of the membership vacancy in the Administrative/Managerial Sector. Only two employees not already on council are currently in this EEO sector, plus Don Chamberlain’s anticipated replacement. Mr. Wycherley will contact them to assess their interest in filling the vacancy on Council.

 Mr. Wycherley will invite President Olshinsky to classified staff council meetings quarterly to answer questions on rules, PIQs, and other matters as they arise.

 Share-Point: Dave Hanes is in the process of setting up the program for open forum discussions between classified staff and within committees.

 Welcome packet: the committee is organized and will schedule a meeting soon.

**New Business:**

1. A list of classified staff by EEO sector was given to Zac Wycherley for representatives to know who they need to contact within their sectors. (*See attached Sector list*).
2. The PIQ questions posed by Classified Staff Council were submitted to Peggy Carmichael, Human Resource Director. Mrs. Carmichael responded to Susan Barnette that she will provide the information requested in time for Classified Staff Council’s October meeting. Tracy Jenkins, Susan Barnette, and Zac Wycherley will continue with following up.

**Next Meeting:**

 The scheduled next meeting: Friday, November 20, 2009 at 2:00 p.m.

**Adjourned:**  Meeting adjourned at 3:48 p.m.

Respectfully submitted by: Susan Barnette

**Approved :**