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

Minutes Tuesday, November 9, 2010

Presidential Boardroom at 2:00 pm

**Attendance: Tom Eltringham, Thomas Queen, Shannon Payton, Pat Stroud, Robert Wycherley, Susie Barnette, Jared Tice**

Call to Order at 2:10

September minutes review held for next meeting.

Committees and Sub Committee Reports:

**Budget** – Schedule of meetings, budget and capital returns was set. OTS budget is requested to have a 5% reduction. March to go to BOG. Stimulus funds leaving 1-2 million. Increase in tuition possible in 2012. Operating expenses were $50,000 and now $90,000 and may grow with more retirements.

**Finance** – Kim Hart reported that the 22.98 is still left. Unanimously agreed that we would pick a student’s child from the angel tree and purchase gifts. Ideas brought up for Teresa Hedmond card, and gift to the College in her honor. Thomas Queen motioned for tree gift, Tom Eltringham 2nd.

**BOG** – Robert Wycherley reported the Budget Report was submitted, audit passed, tuition may rise, income and fees are up significantly. Enrollment up 213 headcount; 167 FTE.

Old Business:

**Election and Bi-laws** – Constitution had few grammatical errors pointed out by the Classified Staff which were made. Susie Barnette, requested for an adoption of the Constitution; all were in favor, none opposed.

 **Vacancies/EEO Categories** – Zac submitted an email requesting a volunteer, no replies.

 **Web Page Maintenance** – Jared Tice and Susie Barnette are working with Hilary as she learns the system to get access. Susie advised that a new procedure is going to implemented for access to web pages, so everyone just doesn’t get access because they requested it. Access will need to be approved and documented for usage.

New Business:

 **Nominating Committee for April elections** – To be completed in February.

 Suggestion for faculty to meet with staff council for common concerns to come together on.

 Spring will bring new meeting from the Classified Staff and the BOG, time to raise concerns with student/staff ratio, mercer scale, etc.

No new announcements.

Next Meeting:

 Will meet in January 2011.

 Adjourned at 3:55 p.m.