Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, January 26th 2012*

*Location: B&O Board Room*

**Call to order at 1:59 p.m.**

**Attendance**

* Full Attendance

**Approval of Minutes**

* Minutes approved

**Special Guest – Peggy Carmichael, Steven Lippiello & Janet Fike**

* Introducing the new campus police officer, Officer Faldowski
	+ Officer is at office extension 8822
	+ Also listed in the global address book in Outlook
	+ Cell number – 304-650-9994
	+ Issues arising earlier than 10 am will still need to be directed to Steve, Janet or Peggy.
	+ Officer is on duty from 10 a.m. until 6 p.m, Monday through Friday
* Chair brought up that WVU / Mountain State students did not have passes/IDs last Saturday.

**Board of Governors – Meeting today at 5:00 p.m.**

**ACCE Report – Melanie Eberhart**

* See attachment

**Budget Committee – Pat Stroud**

* See attachment
* Chair mentioned that the Assembly has requested funds for OTPS

**Safety Committee**

* Reviewed fall semester issues
* Increase in disciplinary warning to students and notices to non-students
* Talked about revised emergency flip-chart
* Talked about the planned fire drill
* Talked about wheelchair access issue
* Any comments or suggestions for the safety committee are still being accepted via note cards. Emailed suggestions are also acceptable
	+ Email to the following:
		- Peggy Carmichael
		- Janet Fike
		- Steven Lippiello
* Next meeting is scheduled for February 1st, 9:30 a.m.

**Rules Committee**

* Met today
* Tobacco free environment rule/draft was brought to the committee today
	+ Read/reviewed/commented
	+ Next step is for those comments to go back to Dr. Olshinsky
	+ Next step is for it to go back to the rules committee
	+ Then it will be going out for 30 day comment period

**President’s Council**

* Were given figures about a decrease in enrollment numbers
* Faculty stated that they sent a motion that they have requested for the library, disabilities, continuing ed and tutoring. Stated that these areas need to be available and open from 8:00 a.m. – 9:30 p.m. for 6 selected weeks throughout the semester

**HR Joint meeting**

* Did not meet, but is scheduled to begin February 1st 2012 and the last Wednesday of every month for the next six months

**Constitution and By Laws**

* Did not meet in December
* Met January 24th, 2012
* Discussed the executive committee
* Discussed changing name from “Chair” to “President”
* Have not yet scheduled a February meeting
* Asking opinion of the assembly regarding the “best practices” in the Constitution and By Laws – Do we agree to the format?

**Old Business / New Business**

* Positions not being filled
	+ Kerry Sneddon’s position as the veteran’s coordinator has not been filled
		- The position’s responsibilities have been delegated to others

**President’s Council**

* Please submit any ideas/comments to be added to the agenda to Chair of council.

**Motion to approve minutes**

* Motion approved

**Motion to adjourn**

* Adjourned at 3:51 p.m.