West Virginia Northern Community College

Classified Staff Council

**Meeting Minutes of Friday, September 18, 2009**

**In attendance:**

Robert “Zac” Wycherley, Chair

Pamela Woods, ACCE Representative

Susan Barnette, Clerical and Secretarial Sector Representative

Kimberly Hart, Clerical and Secretarial Sector Representative

Tracy Jenkins, Technical and Paraprofessional Sector Representative

Pat Stroud, Administrative/Managerial Sector Representative

Thomas Queen, Service/Maintenance Sector Representative

Lucy Kefauver, Technical and Paraprofessional Sector Representative

Christina Sullivan, Classified Staff

**Not in attendance:**

Ina Robinson, CSC Secretary and Technical and Paraprofessional Sector Representative

Margaret DeCola, Technical and Paraprofessional Sector Representative

Thomas Eltringham, Service/Maintenance Sector Representative

David Hanes, Professional Sector Representative

**Called to Order** at 2:05 p.m. by Mr. Wycherley.

Guest Emily Fisher, Executive to the President for Development and Rana Sperlazza, Development and Fundraising Assistant spoke to the Council regarding a change in the process of raising the annual funds requested from within the College.  Each group (i.e. faculty, staff, administration, and Board of Governors) will be broken out and “asked to participate in the employee campaign at a level of 100%”.  Geared toward Classified Staff, the Institutional Advancement Office is encouraging a goal of 100% participation (no matter the amount), Classified Staff can consider and target an amount they would like to raise for a certain project (i.e. a classified staff scholarship fund, or books, or supplies), as a unified staff.  Ms. Fisher advised that Lucy Kefauver and Christina Sullivan will be the lead contacts for the appeal on the Wheeling Campus, Lisa Soly for the Weirton Campus, and Lisa Slie on the New Martinsville Campus.  Ms. Fisher suggested a counter of some sort on the College’s website, to track how far we have come in reaching our goal, for example, a thermometer.  If Classified Staff’s participation is 100%, the Foundation will sponsor a lunch as a reward.  She suggested that if we wanted to try and fund a scholarship that we could raise the money over a period of time, i.e. 5 years.  The official kick-off is NOW!!  The pledge card is the same, but they will go to each campus lead contact instead of the Institutional Development Office.  Classified Staff can challenge other administration, faculty, or Board of Governors to match if we would like.  If Classified Staff decides upon a particular pledge (i.e. Classified Staff Scholarship) we can name it and indicate that particular fund on the card.  Some of the projects the Institutional Development Office is working on raising funds for, which Classified Staff may be interested in donating to, are the pedestrian bridge, the new Straub building becoming a technical center, scholarships, the health science expansion projects (i.e. mannequins cost $42,000).  Ms. Kefauver will get together with staff and finalize the staff’s mission and the start and finish dates of the project for Ms. Fisher if we accept her suggestion. Rana Sperlazza is the contact for the classified staff appeal.

Tom Danford also requested to meet with Classified Staff Council regarding Institutional Assessment but was unable to attend; Lucy Kefauver briefed the Council on the Assessment project later in the meeting.

**Minutes** of the July Classified Staff meeting were presented prior to the meeting *via* email but tabled until the next meeting (October 16, 2009) to include changes which were sent *via* email responses.

**Classified Staff Committee Reports:**

Board of Governors: Zac Wycherley advised that the Non-Classified Salary Rule was passed. Board of Governors approved rules, rules under review and meeting minutes are posted on the Board of Governors webpage. Mr. Wycherley informed Council that a Red Flag Rule which deals with identity theft and credit reporting will be distributed by e-mail to all classified staff members this coming week. He also informed council members there would soon be an opening on the Board of Governors, for he is in his last term. He challenged all members of classified staff to be a part of the meetings and to consider his replacement.

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 email 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.

Merit Committee: Ms. Barnette reported the Merit Committee is having their final review on Wednesday, September 23, 2009, to submit to Mr. Wycherley for his review of the proposed Merit Process for Classified Staff and approval for submission via email to all of classified staff for suggestions and review.

Fundraising Committee: Kerry Sneddon, Kim Hart, Tracy Jenkins and Margaret Decola for the Wheeling Campus, Tina Edwards for the Weirton Campus, and Ina Robinson for the New Martinsville Campus. A tentative meeting is scheduled for Friday, September 25, 2009 to discuss goals and ideas.

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 that there will be no $500.00 salary increase. Planning on the OTPS budget is underway and the College is looking at 5% budget cuts across the board next fiscal year. These cuts do not affect current, new, or unfilled positions. Pat Stroud advised that the new CFO/VP of Administrative Services, Steve Lippiello, is working on the needs of the College for the next fiscal year. April Schrump is also on this committee.

Assessment Committee:  Tom Danford, Assessment Coordinator, is implementing a Classified Staff Unit (Department/workgroup) assessment process.  Ms. Kefauver, reported that classified staff will work with their supervisors for proposals within each department to identify assessment projects and goals, assessment methods, recommendations, etc. Proposals must be submitted by October 15th and the report completed by April 15th.  Supervisors will be getting in-touch with staff to decide what their department will be assessing.  Pat Stroud and Zac Wycherley discussed past assessments and stated they may be still in the library for review. Debbie Bennett and Jack Montgomery, and Christina Sullivan are the staff representatives on this committee.  (*See attachment, CS Unit Assessment*)

Foundation for Fundraising Committee: Lucy Kefauver reiterated what had been presented earlier by Emily Fisher and a discussion of goals for raising funds through Classified Staff members ensued. There was not a consensus to have 100% participation and the issue was tabled to see if Classified Staff could just raise money without 100% participation.

Financial Aid Committee: Lucy Kefauver is no longer on this committee due to other committee assignments she has acquired with her promotion; Christina Sullivan has taken the place of Lucy Kefauver. Alicia Stromski, is now the co-chair of the committee and Kim Hart is now the recorder.

Rules Committee: With the retirement of Willa Knollinger, Margaret DeCola and Pam Woods were nominated and accepted nomination at last Classified Staff meeting held on July 17, 2009. Classified Staff was advised that Alicia Stromski was approached to be a part of the Rules Committee. It was consensus among all Classified Staff Council present to advocate for two classified staff representatives on the Rules Committee.

Academic Appeals: Tracy Jenkins volunteered to be the classified staff representative on this committee and was unanimously accepted. Final appointments are the discretion of the President.

Curriculum Committee: Lisa Soly is the representative from Classified Staff on this committee.

Distance Education Committee: Tracy Jenkins recommended Pat Stroud for this committee and Pat Stroud accepted nomination and was unanimously accepted. Lucy Kefauver will check on who the chair is now that Kim Patterson is over the distance education in place of Pam Sharma. Again, final appointments are the discretion of the President.

Enrollments Management: Zac Wycherley is the Classified Staff representative on this committee.

Institutional Technology: David Hanes and Jason Woods both represent classified staff on this committee.

LRC: Linda Fletcher does the minutes for the committee and Christina Sullivan volunteered to be on this committee and was unanimously accepted.

Non-academic student appeals and Judicial: Zac Wycherley asked for two volunteers from classified staff to serve as representatives on these committees. Interested parties are to contact Zac Wycherley as soon as possible.

Professional Development Committee: Susan Barnette volunteered and was unanimously accepted to represent Classified Staff.

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

**Organizational Issues:**

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 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.

**Goals for 2010:**

Fundraising – committee started and will meet soon.

Merit – finalizing for review.

Classified staff – still need more involvement in the Board of Governors meetings which are held the last Thursday of every month and are open meetings. Agendas are posted on the BOG website.

Committees – reviewed and filled more vacancies.

Sharepoint – in progress for open forum discussions between classified staff and within committees.

Webpage – Updates by Dave Hanes have been started. Ms. Barnette and Mr. Hanes will meet when the changes in the IT server, etc. are completed.

Constitution – research started; meet on progress soon – need procedures for elections.

Welcome packet – committee organized and will schedule a meeting soon.

**New Business:**

1. Tuition Waivers are now to be submitted to the Human Resource Office for verification of full time employment and benefits eligibility. There is no timeline set for the waivers to be completed by Human Resources. Peggy Carmichael, Human Resource Director, was going to send out an email sometime ago for everyone to be aware, and no one has seen it yet. Most council members were not aware of the change.
2. RPA’s no longer go to the CFO/VP of Administrative Services; Human Resources now makes final approval.
3. The Educational Release Time form on the Human Resources website does not work properly, make sure to double check all data before submitting to supervisors.
4. 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*).
5. The questions posed by Classified Staff Council were submitted to Peggy Carmichael, Human Resource Director. Ms. Carmichael responded 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 (October 16, 2009) may need to be rescheduled due to a conflict with the WV Community College Association Annual Conference.

**Adjourned:**

Lucy Kefauver motioned to adjourn the meeting at 3:48 p.m., Tracy Jenkins seconded the motion. Motion carried.

Respectfully submitted by: Susan Barnette