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

Minutes Thursday, July 29, 2010

2:00 pm President’s Board Room

**Attendance: Pat Stroud, Kim Hart, Tracy Jenkins, Susie Barnette, Zac Wycherley, and Jared Tice.**

Call to Order at 2:05

Approval of Minutes: March 17th

April 21st

May 19th

Schedule of future meetings:

August-No meeting unless one is called after Presidents Council meets to discuss any items necessary.

September 14th - 2:00

October 12th - 2:00

November 9th - 2:00

December 7th - 2:00

Vacancies to be filled (2)- Margaret DeCola resigned for personal reasons; David Hanes is now administration with an upgrade he received. An updated classification of staff and their sectors has been requested of Peggy Carmichael. Zac Wycherley will follow-up with her to get an updated list to the Council for review of new members and a nomination committee will circulate to find possible replacements.

Committee and Sub Committee Reports

**ACCE and the Legislature** – Jared Tice reported and submitted the following:

Update to the WVNCC Classified Staff Council from the Advisory Council of Classified Employees

Vice Chancellor Walther’s reported that it did not seem correct that non-exempt classified employees would be unable to teach as adjunct faculty at their institutions, but be able to teach at another state institution. When asked, the Vice Chancellor noted that if that is the case, institutions have been violating Fair Labor Standards and non-exempt classified employees should have been earning additional compensation and overtime for their adjunct teaching positions. The Vice Chancellor stated he would meet with Bruce Walker to discuss this matter and report back at the August meeting.

The Vice Chancellor was asked about compensation for employees who utilize their spouse’s insurance and do not use insurance provided by the state and if it is possible to receive a stipend for opting-out of the state insurance system. The Vice Chancellor thought that an institution could have a Board of Governor’s Policy to that effect, but he would check with Bruce Walker, HEPC Attorney, to see if anything in state code would not allow for such a stipend.

Vice Chancellor Walther’s reported that the human resources committees have had preliminary meetings, but no real substantive ground work has begun. I was asked to attend the “Best Practices” meeting in Morgantown, but was not permitted due to a scheduling conflict with supervisor.

On the Personnel Study issue, Chancellor Brian Noland reported that agency staff has reviewed SB480 line by line to determine those provisions that the agency can implement without statutory language. Then he reported on the current status of filling the Senior Director of Human Resources position at HEPC and indicated that person will not perform internal HR activities. The initial task to be performed by the new person will be a review of the market study results that were performed by Mercer as prescribed by SB480. Mercer was the selected vendor to perform the market study. Mr. Harbaugh asked the Chancellor whether the new HR person will be provided with additional staff to address the provisions of SB480. The Chancellor indicated that the new HR person will be responsible for hiring staff. I raised concerns over the position description (title) as a detriment to attracting highly qualified individuals nationwide. I thought highly qualified candidates need to ascertain that the positions would be considered a promotion for interest to be shown. Based on the advertised title no serious consideration would be given by highly qualified candidates as they would consider the position to be a lateral move rather than a promotion. The Chancellor reported he would make a determination on who to hire from the finalists and would re-post the position if the HEPC did not find the person they need for the job. He expected the position to be filled in September.

On the issue of funding availability to permit future salary increases the Chancellor stated that no budget reductions are expected in 2012 and that he plans to send a memorandum to the Presidents in which he will ask them for their ideas and timelines on salary increases. For those institutions that have set aside funds for raises he stated that the possibility exists of one-time salary increases for certain employees to be effective October 16th. He described different scenarios for different categories for employees with some increases being based building and others non-based building. He emphasized that no substantial revenue increase will take place during 2010-2011 as in-state tuition and fees will remain constant while out-of-state tuition and fees will rise.

**BOG-** No report since meetings are not held in June or July; next meeting in August will have 3rd reading of the fundraising rule.

**Budget**- Pat Stroud advised no meeting has been held since March 24th.

**Finance**- Tracy Jenkins reported that there is money left over from the fundraising and felt our efforts to be truly successful in assisting several students with graduation garments to have them in attendance.

**Old Business**

* Election Bi-Laws/Procedures- tabled for next meeting. Please review the draft.
* Finance rule is up for final approval by Board of Governors.
* Staff is now barred from teaching as adjunct faculty- it was submitted by Susie Barnette via the request of Lucy Kefauver that this came directly for the Human Resource Office and not from the VPAA office.
* Staffing concerns expressed about the 50-1 student to staffing ration.
* Library coverage on campuses is very sparse.

**New Business**

Concerns expressed from constituents on staff not being able to teach.

**Announcements**- No new announcements

Motion to adjourn by Susie Barnette, second by Kim Hart.

Adjourned at 4:30

Respectfully submitted by Susie Barnette