

***Classified Staff Council***

September 21 , 2015 Meeting Minutes

1. Call to Order – 2:05
2. Attendance- Shannon Payton, Shelley DeLuca, Thomas Queen, Pat Stroud, Margaret Decola, Dawn Barcus, Hilary Curto, Tina Edwards, Melanie Baker, Jenna Derrico, Linda Mason, Terri Klepack, Peggy Carmichael (Guest)
3. Approval of Minutes – Margaret Decola motioned to approve. Melanie Baker seconds the motion.
4. Special Guest Peggy Carmichael
5. Overview of new time clocks and questions that Council members had previously sent to Peggy were answered
	1. Explanation of how clocks work, how an employee punches in
	2. Where clocks will be located for convenience – this will solve concerns about punching in or out and not being paid for time in between
	3. No cost for time clocks because we are going with the original state plan
	4. New Martinsville will have 1 clock in location / Weirton 2 locations / Wheeling: ATC 1 location / EC 3 locations / Student Union 1 location / B&O 6 locations
	5. Time clocks were chosen over computer clock in because of various start up times and computer issues
	6. Instructions will be very specific, so there will be no confusion of technicalities
	7. Clocks will allow for compensation of all hours worked (employee will still work out work hours with supervisor, for example if you leave 15 minutes early because you worked over 15 minutes on a previous day)
	8. Employees can use any clock on any campus
	9. First pay period utilizing time clocks will be from the first bi-weekly pay (Dec.11 projected date)
6. Old Business
7. Board of Governors – Classified Staff will be presenting at Thursday, September 24, Meeting. Presentation “Were All in this Together” which Council then reviewed.
8. CSC Newsletter – CS employees should be submitting ideas and information for articles to appear in newsletter
9. New Business
10. Day of Caring – 2 groups/teams St. Vincent’s and CASA Marshall County
11. Fundraising – Bake sale, tickets sold for prizes, basket raffle, Pat Stroud offered a reindeer poinsettia holder craft and Margaret Decola offered a wood pumpkin decoration craft for drawings
12. Reports
13. ACCE – no meeting
14. BOG – (see link)
15. Institutional Committees
16. Budget – no meeting
17. Enrollments Management – no meeting
18. Financial Aid Committee – no meeting
19. IT Committee – no meeting
20. Library / LRC – no meeting
21. President’s Council – (see link)
22. Professional Development Committee – no meeting
23. Retention Committee – no meeting
24. Rules Committee – Military Student withdrawal rule out for comment until October 21
25. Safety and Security Committee – no meeting
26. Textbook Affordability Committee – no meeting
27. Strategic Plan Committee – (see link)

Adjournment - Margaret Decola motioned to adjourn. Melanie Baker seconded the motion. Meeting adjourned at 3:32 pm

***Next meeting is scheduled for October 19 at 2:00 pm***