Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, May 9, 2013*

*Location: B&O Boardroom*

**Call to order at 2:00 pm**

**Attendance:Tami Becker (Excused) Lucy Kefauver (Excused)**

**Approval of Minutes for April 11, 2013: Shannon Payton First, Margaret DeCola Seconed**

Next meeting June 13, introduction of new CSC

**Open Knowledge Session – Peggy Carmichael**

Will email council about all issues discussed that were not answered

* Bumping: (As in the past) If **employee meets requirements:** When one position is eliminated, someone can move into a vacant position in the same pay grade (seniority does not have to be looked at if there is a vacant position to avoid layoffs) If no vacant position and job is eliminated person could move into a filled position of someone with less seniority. Last option, could bump into lower class, then part time. Finally placed on recall list if no options available. Not based per campus – institution wide. Cannot cross institutions. Cannot bump up.
* PIQ: Review of PIQ, Once HR receives PIQ review they have 45 working days to respond. If employee requests formal review from HR for PIQ review, then supervisor has 45 days to complete PIQ and turn into HR.
* 360 Evaluations: (random evaluation of administrators done by CS employees) Random selection, employees chosen have some working relationship with administrator, questions are based on College’s strategic plan, mission and goals and differ from staff evaluations. Evaluations are reviewed by president.
* Summer schedule: taking Fridays as a vacation day, rather than working an adjusted schedule – not allowed (for Friday), however you can take vacation time every day; for example taking an hour off every day and coming in an hour late each morning.
* Time clocks: State of WV will be implementing time clocks, will not happen until after 2014. As for administrators - Non-exempt only will have to use time clock.

**Constitution By Laws**

Will be sent out as email with survey for response and comments by Monday, May 13.

**B.O.G.**

Report will be emailed, CSC to present this month at B.O.G meeting May 20th - Submit suggestions for presentation to Tom by the Thursday, 16th.

**ACCE**

See attached.

**Safety Committee**

* One evening officer on campus for summer
* Card Access – completed by July will start with a trial period/orientation, employees will be coded with different levels of access, visitors will have one open access and all other doors will be locked to them.
* Cameras have been installed and more to come

**Budget Committee**

See attached.

Review of Minutes

Adjourn – Motioned: Shelly Reager, seconded Thomas Queen

Adjournment - 4:10