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

**Minutes** Tuesday, June 21, 2011

Presidential Boardroom at 2:00 pm

**Attendance:** Tom Eltringham, Thomas Queen, Robert “Zac” Wycherley, Susie Barnette, Kim Hart, Shannon Payton, Lucy Kefauver, Margaret DeCola, Pat Stroud, Melanie Eberhart

**Call to Order** at 2:00

**Minutes**: Approval of April and May Minutes were deferred.

**Committee Reports:**

 **Budget Committee**: There was no budget report.

**ACCE and the Legislature** – Melanie Eberhart passed out the following labeled three hand-outs and discussed her 3 day ACCE conference (saved and posted on web page):

 - Q&A with ACCE

 - Responsibilities as Classified Staff Leaders powerpoint slides

 - Brokenburr and Committees

A suggestion was made that we invite the CFO and HR offices to each meeting held for any questions or concerns.

 **BOG** – Robert Wycherley reported:

* The Board of Governors met on Thursday, May 26, 2011, at 5:00 p.m.
* Mark Goldstein gave a brief presentation to the Board articulating the purpose and goals of the State Advisory Council of Faculty. Mr. Goldstein is Northern’s representative on that council.
* Zac Wycherley, Classified Staff Council Chair, gave a Power Point presentation giving a demographic analysis of Northern’s classified staff based on IPEDS reports and reports from the College’s Human Resources office, along with an analysis of the Temporary Mercer Salary Schedule and highlights of Senate Bill 33 which relate to classified employees.
* Director John Clarke made a motion to increase the salary of classified employees on the salary schedule (under 16 years of service) an additional $500.00 above their step effective July 1, 2011. (Those above step 15 had previously been approved for a $% increase, which is the same as non-classified administrators.)
* Resolutions were approved for three retiring board members, Conner Boyd, Anne Dieckmann Harman and Zac Wycherley. The revised Harassment policy was accepted on first reading.
* President Olshinsky reported on the success of the Middle College and announced an agreement with the Foundation to transfer ownership and title to the 17th Street lot, Wheeling campus, to the college.
* He also reported that the 2011 graduating class was the largest in college history (406 and counting).
* CFO Steve Lippiello gave a report on the third quarter of the 2010-2011 budget year. The college continues to be in good financial condition with increased revenues.
* VP of Student Services, Janet Fike, reported positive enrollment numbers for summer and introduced the new student representative to the BOG, Trudy Bender.
* Executive Director for Development gave a report on fundraising activities including teaching and learning grants received and the upcoming Golf Scramble scheduled for June 24.
* Dean of Community Relations, Robert DeFrancis, presented the new college logo to the Board and presented a preview of the new college TV spot.

**New Business** – Shannon Payton reported that the Safety Committee is meeting again next Wednesday, June 29; the note cards completed in last CSC meeting were submitted and will be discussed. If anyone has concerns or questions, please let Shannon Payton and/or Lucy Kefauver know, and it can be submitted to committee anonymously if requested.

Transfer to New 2011-2013 Council

* Tom Eltringham, Chair, presented a gift to Zac for his service and dedication.

* Yearly Calendar submitted for later review on best times and dates. Next meeting determined to be on Wednesday, July 21, 2011 at 2:00 p.m.
* A request/suggestion was for new Recorder, Phil Bischof, to Outlook calendar all meetings and send out invitation to serve as a reminder and include Linda Dudash, President’s Secretary for availability of the Boardroom.

Margaret DeCola motioned to adjourn at 2:45 p.m. and Kim Hart seconded.

Next Meeting Wednesday, July 21, 2011 at 2:00 p.m., Presidential Boardroom.

Respectfully submitted by Susie Barnette.