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

Minutes Tuesday, September 14, 2010

Presidential Boardroom at 2:00 pm

**Attendance: Tom Eltringham, Thomas Queen, Shannon Payton, Pat Stroud, Robert Wycherley, Susie Barnette, Jared Tice**

Call to Order at 2:12

Approval of August minutes: Tom Eltringham motioned to accept; Jared Tice 2nd.

Committees and Sub Committee Reports:

**ACCE and the Legislature** – The following report was given by Jared Tice, ACCE Representative:

**Budget** – No meeting held.

**Finance** – No members present, Zac questions what to do with funds. Susie nominated Tracy as Treasure and Thomas Queen seconded. Tracy to decide with ACCE account or to work within the limits of the Institutional Advancement Office. See Attachment 1.

**BOG** – Robert Wycherley reported the Finance Rule was approved. Enhancement will be 4% for non classified and classified over 15 years. Faculty will receive about a 5% average. No agenda set for next meeting on September 23, 2010.

**Rule Committee** – Shannon motioned for Zac to request a second representative on Rule committee; Tom 2nd motion; none opposed

Old Business:

**Election and Bi-laws** – Section H removed; Section C should be at 51%; Tom Queen motioned to accept, Shannon accepted. Send out to all Classified Staff to make comments and any suggestions via Survey Monkey through the IT department working with Susie Barnette and Tom Eltringham on it.

 Vacancies/EEO Categories – Need 2 positions filled (1 Tech-paraprofessional/1 Managerial)

 Guest Peggy Carmichael arrives and reports the following (also see attachments 2, 3, 4, 5):

* Reports from IPEDS to reflect the EEO Categories
* PIQ reviews prompted changes
* Job Families not reviewed for ears and each institution classifies their own including Northern
* EEO Categories can be different within each separate position within the college according to job duties
* She will review the classifications with staff members and their supervisors while PIQs are being reviewed or requested.
* Used PIQ’s, definitions, job responsibilities and duties, Board Report, IPEDS, and EEOC 221 for determinations.
* Pay grades are not included in determinations. (Jared Tice remarked how pay responsibilities and duties assist in the determinations, why not in classifications)

 Request made by Council for Chair to obtain and review the definitions and classifications and bring back to meeting.

New Business:

 Web Page Maintenance – Jared Tice and Susie Barnette volunteered to work with Hilary Curto and IT department to update.

Next Meeting

October \_\_\_\_\_, 2010 at 2:00 p.m., Presidential Boardroom.

 Adjourned at 3:15 p.m.