Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, February 13, 2014*

*Location: B&O Boardroom*

**Call to order at 2:02 pm**

**Attendance: Margaret DeCola, David Monteleone, Jenna Derrico, Tami Becker, Kevin Serig, Pat Stroud, Janet Fike, Peggy Carmichael, CJ Farnsworth**

 **Excused: Kim Hart, Hilary Curto**

**Janet Fike – Ad-Hoc Retention Committee**

* **Short term committee (mid-April to early May) comprised of 4 faculty, 4 classified staff. Co-chaired by Chris Riter and Janet Fike.**
* **Margaret gave Janet the list of interested classified staff**

**Committee Reports**

* **ACCE – See attached**
* **BOG – See attached**
* **Budget Report – See attached**
* **Constitution & ByLaws – Will form Committee at March meeting. Margaret will send out current constitution (adopted Nov 9, 2010) as well as previously proposed (not adopted) revisions**
* **President’s Council – Margaret reported that the topics were much the same as the BOG report. See BOG report.**
* **Rules – Peggy Carmichael**
	+ **Asset Capitalization Rule in final reading with BOG**
	+ **Employee ID Rule and Student ID Rules are being revised. Replacement cost will now be determined at the start of fiscal year. Cabinet has seen a draft and it’s headed to Committee.**
	+ **Tuition Waver Rule under discussion. Trying to keep the rule employee-focused, as it is a benefit the College offers to employees, instead of student-aid-focused. Heading back to Rule Committee.**
	+ **If anyone notices an outdated rule, bring it to the Committee’s attention**
* **Safety – Peggy Carmichael**
	+ **All employees and students are now to have their IDs with them on campus**
	+ **B&O building getting new side doors in next few months as they are not working well with the new cards**
	+ **FAQ being developed for ID cards – will be distributed via email for comment**
	+ **Must develop policies on what students will need to provide to gain access to a locked building if they have come to campus without their ID (printed schedule/other form of ID?). What does maintenance or other employees need to ask for in order to open the door for them?**

**Old Business**

* **Vacancies on Council include: BOG rep and Sector reps from Professional Nonfaculty Maintenance, and Technical and Paraprofessional. Will call for nominations and have election if necessary to confirm these positions.**

**New Business**

* **Summer hours happening this year. New work hour options in response to last year’s surveys. Employees must choose hours by April. Employees wishing to work regular 7.5 hour days must request the rest of the hours off using annual leave and must get approval from supervisor.**

**Executive Session**

**Motion for Adjournment – First Jenna Derrico, Seconded Tami Becker**

**Adjournment 3:49 pm**