Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, May 8, 2014*

*Location: B&O Boardroom*

**Call to order at 10:00 am**

**Attendance: Margaret DeCola, Pat Stroud, Tami Becker, Kim Hart, Peggy Carmichael, Mary Lu Adams, Hilary Curto, Jenna Derrico, Bob Gibb**

**Excused: Dave Montleone**

**Committee Reports**

* **ACCE – See attached (when available)**
* **BOG – See attached (when available)**
* **Budget Committee – No meeting**
* **Constitution & By Laws**
  + **Proposed changes have been sent out, possible meeting next week (Thursday) to review**
* **President’s Council**
  + **New or revised Rules - Weapons Rule: BOG approved to draft a weapons rule (will not be available for comment until start of Fall semester). Other rules are being worked on over the Summer as well and will be mentioned in Fall for review**
* **Safety – Peggy Carmichael**
* **New doors have been installed on each end of B&O building. Access cards will be updated for summer hours. Work with supervisor on any access issues.**
* **Next meeting in June. Bob Gibb and Kim Hart have mentioned mirrors for their areas to see students when walk in. Margaret DeCola suggested bell as in the Registrars office for Financial Aid.**
* **Discussion of money not being counted in front of public at the Service Centers – should be moving to another location. Computer is needed for some transactions – will be looked into for solution.**

**Old Business**

* **CSC Brochures printed and can now be handed out to new employees**

**New Business**

* **Classified Staff ideas for All College Day – positive notes (similar to last year), Ice Cream Social (time for CSC members to talk to other CS)**
* **HR new temporary restructuring of Service Center and Registrar - working closer together. Nancy Albert will now see over the Service Center, while Janet Fike will focus more on Financial Aid end.**

**Review of Minutes: Motion for approval – Jenna Derrico, Seconded Kim Hart**

**Executive Session**

**Adjournment**