Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, February 14, 2013*

*Location: B&O Boardroom*

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

**Attendance: Everyone present**

**Approval of Minutes for November 8, 2012:**

**Mike Koon, VP of Workforce Development/Weirton Campus Dean – to talk about Accreditation visit.**

* 4th-6th March, 2013
* Four team members will be validating our self-study and make sure we are fulfilling our needs to meet accreditation standards.
* All accreditation information will be posted on the accreditation web page – located under **Accreditation** which is in the **About** section(located on the homepage).

CSC meeting with accreditation staff :

* Will be held in auditorium.
* Reports are anonymous.
* Team will ask various questions and then go around room for answers.

- Baskets for teams – anyone with ideas email Shelly Reager by Feb. 27th.

**Peggy Carmichael, Chief Executive Human Resource Officer**

**Educational Release Time**

* Education Release Time Rule
* Request
* Supervisor may not approve if they choose.
* It is not required by the Institution to provide educational release time.
* Make sure to complete form correctly.
* There is no limit of courses taken, but courses have to be job related and/or in pursuit of undergraduate, graduate or doctoral studies.
* Make sure forms are turned in 15 days before January start date.
* At conclusion of class make sure you submit grades to HR office to show completion.

**Procedure for Requesting a Full-time Employee/Employee Dependent Tuition Waiver**

* Used to request up to 6 credit hours – per person
* Tuition waivers are a form of financial aid and subject to all rules of federal financial aid guidelines
* Separate form for each dependent, must be eligible dependents
* Form should be turned in by last day to pay
* WLU/WVNCC have a waiver exchange program, some other universities have independent programs

It was mentioned to Peggy that confirmation should be given to the employee that their waiver was approved or not approved.

Next meeting: Peggy to talk about Annual Evaluations March 14, 2013.

**Dr. Olshinsky, President**

Spoke on the outlook state wide, budget talks, initiative in terms of enrollment/changes, graduation rates, retention rates. New programming: Mechatronics, Chemical Tech training to go into new job fields (will help with enrollment). Looking into a new recruiter position – to recruit students.

**Constitution & Bylaws** – See attachment

CSC email Thomas if they have any comments, questions or concerns for bylaws within the next two weeks.

**B.O.G.** – See attachment

**ACCE** – See attachment

**Budget Committee** – See attachment

Recommended meeting with Steve & Peggy for budget and job positions.

**Safety Committee**

* Lighting and card access project is under way. Goal is to complete one campus at a time.
* Sexual Assault Awareness Month Events will be held in April. Denim Day will be April 25th.
* Self Defense Workshop will be offered in April.

Other concerns: time frame for cancelling classes due to weather conditions, lockdown procedure problems.

**Rules Committee** – 30 day comment period has ended, Computer & Internet Usage Rule – finished going through the comments.

Next meeting March 14 2:00

Adjournament: 4:05