Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, March 13, 2014*

*Location: B&O Boardroom*

**Call to order at 2:04 pm**

**Attendance: Margaret DeCola, David Monteleone, Kim Hart, Kevin Serig, Pat Stroud, Jenna Derrico, Peggy Carmichael, Mary Lu Adams**

**Excused: Hilary Curto, Tami Becker,**

**Committee Reports**

* **ACCE – See attached**
* **BOG – Margaret DeCola elected as BOG rep. See attached**
* **Retention – On the Weirton campus, student senate will help students check that they are in the correct major and find their advisor. Faculty and advisors will be available as well to provide PINs and registration help. This will hopefully be implemented on the other 2 campuses as well.**
* **Budget Report – See attached**
* **President’s Council – See attached (when available). At the Council meeting:**
  + **Peggy went over institutional policies and procedures for proper use of leave for funeral services, college closing and cancellation, and community outreach.**
  + **Dave Hanes has been demonstrating data encryption for the Financial Aid Office and may do this for other offices as well. He also discussed the need for new technology for the college’s new programs.**
  + **Steve Lippiello gave a tuition and fee update and went over the facilities master plan.**
  + **Dr. Olshinsky talked about the strategic plan annual review which the taskforce is reviewing.**
* **Rules Committee – Peggy Carmichael**
  + **Employee ID Rule – comments on rule due March 25**
  + **Asset Capitalization Rule – headed to HEPC after BOG approves it**
  + **Student ID Rule – headed for public comment soon**
  + **Tuition Waver Rule – draft is being reviewed before it heads to Committee**
  + **BOG will decide on the revised Student Conduct Rule and the Sexual Harassment, Discrimination, and Equal Opportunity Rule, which were both revised in light of recent legislative action.**
* **Safety – Peggy Carmichael**
  + **Minimal injuries during snowy and icy weather thanks to Maintenance**
  + **Smokers are making their way back onto campus primarily on the Chapline St side of the B&O. Enforcement will be stepped up for repeat offenders.**

**New Business**

* **Council discussed these recently released procedures and policies:**
  + **Funeral Leave – Reminder that those employees with outstanding circumstances requiring more than the 3 days outlined in the policy need to communicate that with HR**
  + **Emergency Closing and Class Cancellations – College President has the authority to make his/her own decision, regardless of what the Governor decides about state employees. Employees who requested sick or vacation time prior to a closing will now NOT be docked those hours if the college closes during their time off, effective immediately. A pamphlet is being created for students regarding class cancellations.**
  + **Community Service Outreach and Special Event Participation – After discussion with employees, Peggy will suggest to the President that Step 2 can be eliminated and Step 3 can be changed to a simple email. She’ll also suggest that Step 5 be changed to say that it is the employee’s responsibility to alert the event coordinator that they are participating after receiving prior approval from their supervisor.**
* **Council Vacancies –** 
  + **The assembly elected Margaret DeCola as Board of Governors Rep.**
  + **The election is currently underway for the Technical and Paraprofessional Sector Rep.**
  + **Alicia Frey has left the college and can no longer chair the Constitution Committee. Jenna Derrico was chosen to Chair the Committee. Other members will be Kim Hart, Mary Lu Adams, and Dave Monteleone.**
  + **The Council elected Jenna Derrico as Classified Staff Council Vice Chair.**
* **Project Ideas for the Coming Year**
  + **Classified Staff Council will be present if possible and assist with graduation and will encourage other Classified Staff to join as well**
  + **CSC will be more involved in new employee orientation by developing a pamphlet for the orientation folder and by making contact with new classified staff members to welcome them and invite them to Council meetings**
  + **CSC will strive to contact WV legislators and arrange a campus visit to discuss staff values and legislative priorities**

**Executive Session**

**Motion for Adjournment – First Kevin Serig, Seconded Kim Hart**

**Adjournment 4:12 pm**