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

Minutes Wednesday, March 17, 2010

B&O Auditorium at 2:00 pm

**Attendance: Tracy Jenkins, Shannon Payton, Lucy Kefauver, Jared Tice, Margaret DeCola, Tom Eltringham, Thomas Queen, Robert Wycherley, Susie Barnette**

Call to Order at 2:10

Revisions of February Minutes: Shannon Payton was uncontested to fill the vacancy as the Administrative Sector Staff Representative to serve. Jeff McDonald was the other honoree to have a plaque and book purchased. Tom motioned, Tracy Seconded; all in favor

Committee and Sub Committee Reports

**ACCE and the Legislature** – Jared Tice reported he made it Friday to the last session; the amendments in the house were beneficial to CSC, changes did not affect us at Northern, more to Marshall and Southern. Sunday night they concurred on SB 480 and waiting on the governor; posted today with no one from ACCE has emailed; the house and senate passed 2 different bills, because of technical deficiencies will not go to Governor. Because it is technical (something out of place) it should move forward but it delays the hiring of the Vice Chancellor. A current version of the bill is not on the web page at this time. The Rule is what is being held up with the changes from the Amendments of March 8th and March 12th which were done on the house floor. The next meeting for ACCE is Tuesday, April 13th and it will be held at West Liberty. Open invitation for all staff. Amendments included Classified Staff steps do not account for your pay grade for 2001. Margaret Butterick has left the HEPC.

**BOG** – Robert Wycherley reported the meeting cancelled, next meeting next week; March 25th. No agenda yet. The new SB 480 will hold BOG accountable and provide training for them to be able to make decisions and approve appropriately.

**Budget** - Pat Stroud was absent to report. She e-mailed the following:

* We serve 20% more students with 53% of our peers.
* One classified staff position will be filled (Financial Aid doing it this year 2010), no RPA’s will be available; possibly two other faculty positions if funding is available.
* Eligible classified employees will move up one step on the salary scale and faculty promotions will go through – no other raises.
* Sitting on a surplus and when positions don’t become filled the Governor will take the money back
* FEES – 6 changes and additions to fees were approved as follows:
  + CIT 119 – correction from $50 to $65
  + PAL 280 - $50
  + ST 104 – Surgical Lab Kit - $160
  + National Certified exam fee for medical insurance billing - $105
  + NUR 115 – correct from $40 to $50
  + New Fee – Workforce Certificate Replacement Fee - $15
* President’s Budget for FY2011 (Draft)
  + PEIA increase for employer - $36,000 (possible 20% for employees)
  + State Appropriations cut another 5% to $6,523,909
  + RPA budget will be decreased ($330,000 APPROX. NOW)
  + Capital Budget will be decreased if needed ($350,000 approx. now)
  + Projected Budget - $13,180,857 – shortfall of approx. $180,000
* No tuition increase.
* The OTPS (operating budgets) for each department were determined: all based upon 5% cut (-$140,967); total budget of $2,446,957 for Fiscal Year 2011

**Finance** – Margaret DeCola reported the basket is over $200 value and she emailed all Council to sell the tickets and sent them to each office. So far over $25.00 raised in just a couple days. (See attachment for promotion). Rule coming through to have a Rule made to go through the foundation. Shannon Payton reports that the fundraising went out to rule committee. Hearsay is that funds will go through the foundation; no longer any checking accounts, the money needs to go to the foundation, they will deposit it and then an audit is performed, then the foundation would send funds to the benefit it was being raised for. The other campus fundraisers would carry it to the Wheeling Campus. Prior approval would need to come through the President. Statements could be available for each committee with which funds are held. Concerns were brought forth. First Choice America’s account was held under Jeff McDonald and .04 interest was gained last year; we need to have someone else take over the funds and accounting of it Tom Eltringham motioning to vote, Susie seconded to turn over to foundation or keep the funds in the current bank (First Choice). Tracy Jenkins and Margaret DeCola who are our current finance committee all were in favor.

**Other** – Presidents Council representative is Robert Wycherley. Pam Woods and Alicia Frey who are on the rule committee will be asked to brief us on any new rules when they come out as soon as possible.

**Old Business**

Election Bi-Laws/Procedures – Constitution and By-laws passed out for review. No updates since 2005 we are moving forward to finalize these and make, updates, revisions Tom called for a vote on by laws with constitution or Constitution with amendments that will be incorporated within it all were in favor; but Jared Tice that we use the constitution and by laws.

Classified Staff articles for the Campus Communicator Jared Tice will submit for Classified Staff.

LRC books and plaques Pat Stroud is getting the plaques updated, books are ordered (total was $41.00 for both).

Other

**New Business**

**Fundraising Rule** See above.

**Web page** maintenance way behind not current with information. Susie Barnette nominated and accepted to update. Web master duties are going to Hilary Curto she will assist in updating.

**Other**

**Commencement** – Robert Wycherley working behind the scenes and Lucy Kefauver will announce.

**Announcements** – Student Activities has an activity; push ticket sales for fundraising; Relay For Life candle sales through Yankee.

Next Meeting

April 21, 2010, 2:00 p.m., B&O Boardroom; President will be available to meet with us.

Motion by Jared Tice to adjourn, seconded by Tracy Jenkins.

Adjourned at 3:32 p.m.

Respectfully submitted by Susie Barnette.

Approved July 29, 2010