Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, February 9th 2012*

*Location: B&O Board Room*

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

**Attendance**

* Pat Stroud – excused
* Sara Griffith – excused
* Lucy Kefauver - excused

**Approval of Minutes**

* Minutes approved

**Tobacco Free Campus**

* Open discussion and suggestions

**Constitution Committee Report**

* Have not yet met
* Scheduled to meet February 28th, 2012
* Changing the name of the constitution from the current name “West Virginia Northern Community College Classified Assembly Constitution” to “West Virginia Northern Community College Classified Council Constitution”.
  + Voted in favor of council
* Changing title of chair to president
  + Voted in favor of president
* Vice chair/president? Do we want one?
  + Voted in favor
* Executive committee? Do we want one?
  + Voted in favor
* Grievance procedure: Do we want to give detailed information in our by-laws, give direction for obtaining information or not include it at all?
  + Voted in favor of creating active link to current grievance procedure
* Attendance policy for meetings: Do we want it in our by-laws? Could we include this in the removal office section? How many unexcused absences per term to be removed from the council?
  + Voted in favor of attendance policy
  + Voted to have a brief description in the constitution, more detailed in the by-laws
  + Voted in favor of having a section in the constitution on removal from office
  + Voted on 2/3 vote

**ACCE Report**

* Have not met since our last meeting in January
* Any additional information will be provided by Melanie per request
* Next meeting schedule for February 22nd 2012

**BOG Report**

* Lucy Kefauver - excused absence
* Report was provided

**President’s Council Report**

* Have not met since our last meeting

**Budget Committee Report**

* Pat Stroud – excused absence
* Report was provided
* Next meeting will be Friday, February 17th 2012

**Safety Committee Report**

* Have not met since last meeting
* Next meeting will be March 7th 2012

**Sub Committee report**

* Report provided by Chair

**Review of minutes**

* Approved

**Adjourn**

* Adjourned at 4:01 pm