Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, May 9th 2012*

*Location: President’s Board Room*

**Call to order at 2:00**

**Attendance:** Full attendance

**Approval of Minutes for April 12th 2012:**

* Lucy made motion to approve
* Kim seconds
* Minutes approved

**Knowledge – Special Guest CHRD Peggy Carmichael**

1. Sick / Annual / Emergency Leave
   1. Annual Leave
      1. Can be used for anything
      2. Must be approved in advance by supervisor
      3. Case by case dependant on department needs
      4. No more than 1 year in advance (most departments)
      5. Annual leave is paid out upon leaving the college. Paid at rate at which employee is paid
      6. Usually can be transferred from one higher education institution to another
   2. Sick Leave
      1. Medical documentation for 5 or more consecutive days
         1. Partial days also count
   3. Emergency Leave
      1. Can be used in the event of a natural disaster
      2. Case by case
      3. Does not count against sick/annual leave
      4. Is PAID leave
   4. FMLA (Federal Medical Leave Act)
      1. Ensures job protection
      2. Can be used with appropriate documentation and notification and approval
      3. 12 weeks on a 12 month period
2. Email / Texting
   1. Exempt
      1. Are permitted to check email/voicemail/text messages
      2. Are encouraged not to respond unless it is an emergency
   2. Non-exempt
      1. Are not permitted to check email/voicemail/text messages
      2. Essential Personnel are permitted to prepare for work related activities
         1. Maintenance are essential personnel

**Knowledge – Special Guest President Dr. Olshinsky**

1. Administrators Evaluation:
   1. Distributed documentation on administrator evaluations
      1. Provided knowledge on layout and structure of evaluations
         1. Part 1 - Objectives
            1. Strategic Plan Goals

Must be measureable

Must be time-bound

* + - 1. Part 2 – Core Competencies
         1. More subjective
         2. Measures areas such as Leadership, Team Work, Adaptability, etc.
         3. Total scores

Categories available

**BOG Report – Lucy Kefauver**

* See attachment

**Budget Report – Pat Stroud**

* Complete

**ACCE Report – Melanie Eberhart**

* Fox Lawson (Company) will be responsible for the market study
* ModernThink – Responsible for HR Reviews
  + HR Report Card
  + Will be visiting the college on Wednesday May 23rd 2012
    - Our opinions of HR functions
    - Campus policy or lack thereof

**Safety / Rules Committee**

* No new information on rules
* Fire alarm with A/C unit was discussed
* Announced lock-down drill
* Schedule for officer will change
* Security risk of Saturday Mountain State classes was discussed

**President’s Council**

* Office moves: Oz tickets for the maintenance and I.T. department will flag each other for office moves for a more efficient process.
* Morale survey discussion: Results of the survey where discussed and the President will be emailing to all staff.
* Final budget for 2013: Large revenue decrease from last year. $823,875 for last year and $40,000 for 2013.
* Classified Staff raises: Classified on salary scale will receive, if eligible, one step (years of service) increase plus up to an additional $500 not to exceed or equal the next step on the salary scale.  Classified employees on an improvement plan or disciplinary action are not eligible for the additional $500 but are eligible for the step move.
* Classified at 15+ years on the salary scale will receive up to a 3% increase.   Classified employees on an improvement plan or disciplinary action are not eligible for increase.
* Summer enrollment:  Down over 400 from last year. West Liberty not accepting transient student.
* ARGOS: Change over from Hyperion.
* Bid opening: Honda building went to DeSalvo for $4,000,000

**Constitution / By Laws Committee**

* Met Tuesday, April 19th
* Have not yet schedule another meeting

**Old / New Business**

* BOG Presentation
* Discussed Classified Staff Council vacancies
* Discussed $500 raise for classified staff

**Adjourn**

* Meeting adjourned at 4:10 pm