Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, September 19, 2013*

*Location: B&O Boardroom*

**Call to order at 2:00**

**Attendance: Excused - Melanie Eberhart, Julie Horton**

**Peggy Carmichael – “Bumping” Information - See Attached *(when available)***

* **TIAA Creff – changing loan policies to help with default rates**
* **Employee ID’s – completed by Oct. 15, $10 replacement cost for lost ID**
* **Recognition luncheon – send in RSVP’s**
* **New Hires – maintenance, trade specialist, afternoon cleaning person, student disabilities counselor**

**Committee Reports**

**ACCE – No report**

**BOG – See Attached *(when available)***

**Budget Report – No meeting**

**Constitution By Laws – committee will be formed, discuss next meeting  
President’s Council – Margaret DeCola - see attached *(when available)***

* **Promise Survey – student satisfaction survey**
* **Student Emails will be changing to Google accounts in October**
* **HLC Report – Accreditation approved**
* **Budget reductions**
* **Enrollment updates**
* **Default Task Force Committee – finding ways to keep student from going into default**
* **2014 later class start time (currently starting a week earlier) going to possibly move to same start week as other Colleges**
* **ID cards for students being done**
* **United Way Day of Caring, Heart Walk**
* **Health Insurance – info being mailed out on health insurance costs**

**Rules – Peggy Carmichael**

* **Asset Capital Rule**

**Safety**

* **Safety week info emailed from Shannon**
* **Shelter in place drill to be held on Thursday morning during Safety Week**
* **Think about where you need to shelter in place for the drill**
* **Students and employees have been emailed to alert of the drill**

**Old Business**

* **All College Day CSC meeting review, ideas for next quarterly CSC meeting (Thanksgiving or Christmas lunches) discuss next meeting**
* **Evaluations have been sent out**
* **ACCE proxy**

**New Business**

* **Clarification of CSC duties**
* **Vacancies on council:**
* **Resignations - Susie Barnette, Christina Sullivan, Kim Hart**
* **Representation needed for B.O.G. and several other sectors**
* **Jenna is going to prepare email to ask for interested persons**
* **Committee appointments, Constitutional By Laws (tabled for next meeting)**
* **Treasurer Pat Stroud requesting PO for binders and tabs for new members**

**Review of Minutes – Motioned to accept Margaret DeCola, Seconded Mike Harbourt**

**Executive Session**

**Motion for Adjournment – First Margaret DeCola, Seconded Mike Harbourt**

**Adjournment 4:25**