Classified Staff Council West Virginia Northern Community College

*Meeting Minutes Thursday, December 8th 2011*

*Location: B&O Board Room*

**Call to order at 2:00 p.m.**

**Attendance**

* Melanie Eberhart – Not in attendance with approval

**Approval of Minutes**

* November minutes approved

**Guest speaker – Peggy Carmichael**

* Provided knowledge on Grievance policy and procedure
	+ Provided copies of the grievance form and WV State code
	+ Forms may also be obtained at <http://www.pegboard.state.wv.us>
* Provided knowledge on Rule making
	+ Provided rule processing procedure flowchart
	+ Provided additional documentation that is available on the WVNCC web site / HR page
* Provided knowledge on Improvement Plans/Disciplinary Action Rule
	+ Provided documentation on both the improvement plan and disciplinary action rule
* Provided knowledge on dress code
	+ Provided documentation on the institution’s dress code
	+ Took notes on comments and complaints regarding dress code
		- Will relay this information back to the President

**Board of Governors – Lucy Kefauver**

See attachment

**Budget Committee – Did not meet**

**Safety and Rules Committee – Have not met since September**

* Voted on the creation of a new generalized Constitution with a set of descriptive by-laws
	+ Voted in favor
	+ Will take a 2/3 vote to approve the new Constitution and by-laws

**Constitution Committee**

* Will be meeting Wednesday, December 14th at 3:00

**Leftover money**

* Money left over from a past fund raiser in the amount of approx. $100
	+ Voted on using the money to purchase Christmas gifts for several children
		- Voted in favor

**Next meeting schedule for January 26th 2:00 p.m.**

**Meeting adjourned 4:55 pm**