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

Minutes Wednesday, February 17, 2010

2:00 pm President’s Board Room

**Attendance: Robert Wycherley, Margaret Decola, Tom Eltringham, Thomas Queen, Candice Stadler, Shannon Payton, Jared Tice, Tracy Jenkins, Susie Barnette**

Meeting called to order at 2:10

Previous minutes were not available for approval.

Established revised meeting schedule: Every third Wednesday’s at 2:00pm of each month. Susie Barnette motioned, Margaret DeCola second.

Election Bi-laws/Procedures: Tom Eltringham and Susie Barnette were selected to review and bring to next meeting. Action on Classified Staff Members needs addressed for members but not council to be able to be a part of committees. With the shortage of staff and number of committees and community services needed we need to allow non-council members to be a part of committee coverage and report to CSC Representative Sector to bring forth at the meeting. All were in favor.

PIQ reviews: Per Robert Wycherley, some upgrades, some reviews and some sent to JEC for reviews. Possible PIQ committee to do follow-up was suggested. Mr. Wycherley will be checking with Dr. Olshinsky regarding starting a committee on PIQs and to request where the policy/rule is for PIQs. Motion by Susie Barnette to begin a committee to work within administration and Tom Eltringham second. Tom Eltringham elected to start the committee.

State Bill 480 will assist in the PIQ policies and procedures. A meeting will be held on March 3rd. Jared Tice will report.

Articles for the Campus Communicator were discussed. Tom Eltringham commented on adding the recycling efforts were going good.

**Board of Governors**: No meetings were held due to the snow.

**ACCE and the Legislature**: Pam Woods was absent, Robert Wycherley reported on the SB 480, for IPQ, Mercer Scales, and personnel issues.

**Budget**: Pat Stroud was unavailable to brief.

**Finance**: Margaret DeCola briefed on a graduation basket to be created and tickets sold. Items so far possible: teeth cleaning, eye appointment, pool pass, and a cap and gown. Ms. DeCola will send out an email of items and bring us tickets to sell.

**Other discussions:** Discussions and consensus was held for the plaques and books to be purchased in honor of Dave Naegele and Jeff McDonald. Robert Wycherley met with Linda Fletcher, Classified Staff to review some possible suggestions. He will meet with her again and send around an email for vote.

* Survey Monkey was set up to hold an election by Pam Woods, Classified Staff to cover council positions for ACCE Representative and the vacancy in administrative sector representative.
	+ Kerry Sneddon, Darryl Clausell and Jared Tice volunteered for ACCE Representative: Jared Tice was elected.
	+ Shannon Payton was nominated as Classified Staff Representative.

Motion to adjourn: Tracy Jenkins and Margaret DeCola seconded at 3:30 p.m.

Respectfully submitted: Susie Barnette

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_