

**Eastern WV Community & Technical College
Classified Staff Council (CSC) Meeting
July 19, 2013**

Members Present: Pamela Shrader, Greg Zirk, Debra Backus, Kimbra Chirchirillo, Joyce Combs & Laurel Godlove
 Regrets: Lacey Koontz, Tammy Ours & Patty Goldizen

Agenda Item	Discussion	Action
I. Approval of Minutes	The meeting was called to order by Pamela Shrader at 2:05 pm A motion by Greg to accept minutes from May 20 as written. Joyce seconded the motion. Accepted.	Minutes were approved as written.
II. Election of Officers for July 2013 – June 2015	<p>Pamela opened up the meeting to take nominations for Vice Chairperson. Greg made a motion to nominate Laurel to the position. Debra seconded the motion and it carried.</p> <p>Pamela opened up the meeting to take nominations for Secretary. Debra made a motion to nominate Greg to the position. Kimbra seconded the motion and it carried.</p> <p>Pamela opened up the meeting to take nominations for Treasurer. Greg made a motion to nominate Kimbra to the position. Debra seconded the motion and it carried.</p>	<p>Laurel will get the newly elected members access to the shared Classified folder and have the old members removed.</p> <p>Pamela will update the accounts to include the newly elected Treasurer, Kimbra.</p>
III. Treasurer's Report/ Financial Statement	Joyce submitted the Treasurer's Report, stating there is currently \$1212.00 in the account. Joyce proceeded to turn the checkbook and Treasurer's book over to the newly elected Treasurer, Kimbra.	Pam made a motion to accept the Treasurer's report and it was seconded by Kimbra.
IV. Explanation of Positions of Vice-Chair, Secretary, and Treasurer	Pamela gave a brief summary of the responsibilities for the offices of Vice-Chair, Secretary, and Treasurer. The CSC discussed the need to revise and update the current bylaws. It was determined a separate meeting should be held to accomplish this.	July 30 at 1:30 was selected as the date the CSC will meet to revise and update the by-laws. Pamela will schedule the Board Room for this.
V. Tentative Dates for CSC Quarterly Meetings with the President, full Classified meetings, and meetings with the BOG	<p>September 20 and December 20 of 2013 and March 21 and June 20 of 2014 were tentative dates chosen to conduct CSC meetings with the President.</p> <p>October 25 was chosen as the next date for a full Classified</p>	Pamela will notify the appropriate staff of the selected dates/activities.

	<p>meeting. A luncheon will be held as well and details will be discussed at upcoming CSC meetings.</p> <p>Greg shared an idea with the CSC to create a picture slideshow to show as a year-end presentation to the BOG. Classified events and other events/activities that showcase Classified staff in their positions would be the topic of the presentation. Since staff already utilize the shared folder and post many of these photos, it should not be too difficult to get the pictures put together.</p>	
VI. Old Business	<p>The CSC hosted two Salad Days with lettuce that was donated by Pamela and fixings which the CSC purchased for \$50.34. The event was very successful and enjoyed by all and will be something to continue in the future.</p>	
VII. New Business	<p>The CSC discussed the continuation of the monthly celebration of birthdays occurring the first Friday of each month. Greg made a motion to continue the celebrations. Laurel seconded the motion and it carried.</p> <p>The CSC will meet on July 30 to update the bylaws. The CSC also plans to host a luncheon on 10/25 for all classified staff and will discuss details at future meetings.</p>	
VIII. BOG Report	<p>Debra gave a brief summary of the actions taken at the latest meeting of the BOG. The organizational chart was not approved, as it must be researched whether or not IT staff can be supervised by a non-Eastern staff person. Laurel's split position will become 100% academics. The new CFO, Luanne Bowman, is scheduled to begin here at Eastern on August 2.</p> <p>BP 4.6, the new Student Complaint policy, was approved by the BOG.</p> <p>The President and representatives of the BOG will make a plea to the Governor to release the funding that was earmarked by the Governor to the previous college president for funding of the new wing.</p>	<p>The next BOG meeting is scheduled for August 21.</p>

IX. Next CSC Meeting	The next CSC meeting is a special meeting scheduled for July 30 at 1:30 for revision of the bylaws. After this, the next regularly scheduled CSC meeting will be held on August 16 at 1:30 p.m. Regular meetings are held the third Friday of each month at 1:30 p.m.	
X. Adjournment	A motion was made by Greg to adjourn the meeting at 3:35 p.m. The motion was seconded by Kimbra and the meeting was adjourned.	Next meeting: July 30 at 1:30 p.m. for revision of bylaws.

Respectfully submitted by Laurel Godlove on July 25, 2013