

**Eastern WV Community & Technical College  
Classified Staff Council (CSC) Meeting  
October 18, 2013**

Members Present: Pamela Shrader, Deb Backus, Tammy Ours, Laurel Godlove, Patty Goldizen, & Greg Zirk

Regrets: Kimbra Chirchirillo and Lacey Koontz

Agenda Item	Discussion	Action
I. Approval of Minutes	The meeting was called to order by Pamela Shrader at 2:04 pm. A motion by Greg to accept the minutes from July 30, 2013 By-Law Review and the August 23, 2013 meetings as written. The motion was seconded by Tammy and passed.	Minutes were approved as written. E-mail to Daniel to post 08/23/13 minutes on website.
II. Treasurer's Report/ Financial Statement	In Kimbra's absence, Pam shared a copy of the Treasurer's Report with only one expenditure since the last meeting (\$13.98 for classified birthdays). Pam stated we had previously committed to purchasing a griddle and electric skillet for CSC use and to make a \$100 donation to GOG which has yet to be expended. Ending balance is now \$1186.05. A discussion ensued on the need to re-instate donations during CSC functions as fund raising.	Greg moved to accept the Treasurer's Report, seconded by Patty. Motion passed. Pam will talk to Joyce about the type of skillet and griddle to purchase.
III. Old Business	Pam reported she heard nothing but positive feedback about food and hospitality during the ACCE meeting recently held at Eastern.	No action taken at this time.
IV. Accreditation Visit	Pam reminded everyone that the HLC accreditation team will be present next week and the team is to meet with all classified staff on Monday from 1:30 pm – 2:30 pm. All meetings are currently scheduled in the board room. If there is a change we will be advised on Monday. The Academics Services group will be meeting at the same time and some members will need to be in that meeting.	Classified Staff who are available are to meet with the HLC team during this time.

V. BOG Report	<p>Deb provided the following update from the last BOG meeting:</p> <ul style="list-style-type: none"> <li>- Board policies were reviewed and approved, including the new Grievance policy.</li> <li>- Dr. Terrell announced the \$2 Million loan agreement for the expansion.</li> <li>- WVCTC's received \$25 Million and Eastern will receive a portion of this money.</li> <li>- The board was provided with a listing of all board policies listing the last dates reviewed. BOG will use this list to begin reviewing these policies.</li> <li>- Dr. Terrell announced Luanne's departure and that a replacement was being sought.</li> <li>- Updated the BOG on the Self Study and HLC visit. The BOG are to have dinner and meet with the HLC team on Monday evening.</li> <li>- Eastern's organizational chart has been updated and shared with the board.</li> <li>- Scott Sherman will be going off the board and a replacement will be named by the Governor.</li> <li>- It was determined Mr. Hott could serve another term as a BOG.</li> </ul>	
VI. WVACCE Report	Lacey was not present and this was deferred until the next meeting.	Report deferred until the next meeting.
VII. November 22 <sup>nd</sup> Luncheon	<p>Pam reported we originally scheduled to have a luncheon on Friday, October 25<sup>th</sup> but due to schedule conflicts she requested feedback and the consensus was to move the luncheon to November 22<sup>nd</sup>. We will have a covered dish lunch at 11:30 am and request a minimum \$5 donation for those who choose not to bring a covered dish. CSC will purchase a spiral ham which Tammy volunteered to bake. Pam will send out a sign-up sheet around 11/01/13.</p>	<p>Pam to send out sign up sheet on 11/01/13.  Purchase ham.  Tammy to bake ham.  Participants to bring covered dish on 11/22/13 or make cash donation.</p>

	<p>A question was asked whether a raffle could occur during a CSC function for CSC fundraising.</p> <p>A discussion ensued on other CSC fundraising ideas. It was suggested for CSC to sell sandwiches, chips and drinks to students during lunch if it did not interfere with other groups fundraising activities. The group decided to sell chicken salad sandwich, soup and drink for \$3.00 on Tuesday, December 3, 2013 and if there are leftovers, could repeat on Thursday, December 5, 2013.</p>	<p>Pam to check with Penny on CSC fundraising during CSC functions.</p> <p>Pam will send out an email about the 10/22/13 luncheon as well as check with Amy about any conflicts with the CSE soup, sandwich and drink sale on 12/3/13.</p>
VIII. Work on By-Laws	<p>Since Lacey was not present, this was deferred to next meeting. Pam stated she believes these will need to be reviewed by Cabinet, BOG as well as posted for comment by all Classified Staff.</p>	<p>Complete By-Law review update at next meeting. Obtain necessary comments/approvals.</p>
VI. New Business	<p>Pam reminded everyone that about the HLC Team visit next week. Laurel reported there are three designated rooms the team will be using.</p>	
VII. Next CSC Meeting	<p>The next BOG meeting will be on November 20, 2013 so the next CSC meeting will be on the fourth Friday of November.</p>	<p>Next meeting November 22, 2013 at 1:30 pm.</p>
VIII. Adjournment	<p>A motion was made by Tammy to adjourn the meeting at 2:50 p.m. The motion was seconded by Patty and the meeting was adjourned.</p>	<p>Next meeting: To include regular meeting and completion of By-Law review.</p>

Respectfully submitted by Greg Zirk on October 18, 2013