

Potomac State College of WVU- Classified Employees Council

August 21, 2015 - Minutes

Present: Debi Cruse (chair), Dinese Shreve, Molly Bennett, Antonio Rascon-Gato and Rene Anderson.

Regrets: David Miller Absent: Jeff Hymes

Call to Order

- Debi Cruse called the meeting to order 9:30 am

Approval of Minutes:

- The minutes from July 13 meeting were read. Rene moved that the minutes be accepted as written and Denise seconded the motion. Vote- motion carried.

President's Report

- Dr. Colelli was unable to attend. Debi read a message regarding our enrollment figures. We are down in student count from the previous year. Current enrollment is 1537.

New Business

- Developmental funds were requested for Kory Kimble and Richard Rice. Request is for fees of approximately \$250 each for a class at the Mineral County Vo-Tech Center. Debi will obtain additional detail regarding the final budget. Denise moved that we allow for Mr. Kimble and Mr. Rice to use the funds. Rene seconded the motion. Vote- motion carried.
- A suggestion was made for a staff development workshop for Excel. It was also suggested that Patricia Lee would be appropriate to provide instruction. The date of October 12 was tentatively chosen. Further information regarding time and location will be announced. Debi asked for more ideas for staff development. Molly will include a request for ideas when distributing the most recent minutes to the general membership.

Classified Staff Person of the Year

- Issue was tabled until additional information could be obtained.

Documents

- Council reviewed the Constitution, By Laws and Governance. Adjustments were made. Debi will compare the document to the PSC Governance for alignment. Approval of changes will occur at a future meeting.

ACCE Report

- There is a meeting next Thursday. No representation will be present from PSC. Rene will forward previous meeting minutes to the Council. Rene is also exploring persons who may be willing to fill in for her while on maternity leave.

Miscellaneous

- Molly brought up a concern from classified staff membership regarding classification and compensation. Debi will meet with Harlan Shreve for follow up.
- No additional information is available regarding the October 40- hour work week implementation. Debi will try to make contacts to update the membership.

Adjournment

- Molly made the motion to adjourn. Rene seconded the motion. Vote-motion carried. Meeting concluded at 10:22 am.
- Due to council member's schedules, the next meeting will be determined.

Respectfully Submitted,

Molly Bennett

Secretary/ Treasurer