

Potomac State College of WVU
Classified Staff Council
September 17, 2015

Present: Debi Cruse (Chair), Molly Bennett (Sec/Treas), Dinese Shreve, David Miller and Antonio Rascon-Gato

Absent: Jeffrey Hymes

Regrets: Rene Anderson (maternity leave)

Call to order

- Debi called the meeting to order at 11 am.

Minutes

- The minutes from August 21 were reviewed. Dinese moved to approve the minutes as read. David seconded the motion. Motion carried by vote to approve the minutes as read.

New Business

- Members of PSC classified staff have been asked to join college wide council. Those who have volunteered are as follows.

Social Justice Council

Michelle House, Enrollment Services

Two more needed

Assessment Council

Pat McQuire, Library (extended medical leave)

Jeremy Kaler, Student Involvement (has since resigned from PSC)

One more needed

- Classified Staff Personal/Compensation Issues- The membership discussed some upcoming issues that affect all members of classified staff. The first item was the 40-hour work week. No further information is known regarding implementation. The college community received an email about the merit raises. Dave will prepare a tutorial (electronic and paper) to help staff navigate the MyAccess system to determine the amount of their raise. The third issue is the by-weekly paycheck. This is presently on hold. The council feels that staff needs more information/clarification on these personnel issues. Debi will contact someone in Morgantown to obtain additional information.

PSC President Report

- The council asked Dr. Colelli for his understanding about the pending staff personnel/compensation issues. He suggested that someone from Morgantown be invited to Potomac State to explain and answer questions about the changes.

- Each Council Member was presented with the Governance for Classified Staff Council. Dr. Colelli asked that the charges and structured be reviewed before the entire document is ratified. The Classified Staff Council will have the opportunity to review the entire Shared Governance Document before it is ratified.
- Dr. Colelli brought special attention to the charge "assist with maintaining or improving the fiscal operating efficiency of the college". This charge is shared across all major entities on campus. The college has a FTE enrollment of 1479 this semester. This is down by 59 from last year. This places a financial burden on the college to make up the difference. The college is making a plan on how to address this deficit and increase enrollment. This is accomplished by increasing program offerings, increasing enrollment, tighter budget reviews and increase retention of students. Dr. Colelli is hoping the rebranding to align ourselves with the main campus will open new opportunities.
- The President's Advisory Council is being reenacted. This council will meet 2-3 times per year. Membership includes all major units of governance on the campus. This first meeting will occur next Wednesday. Classified Staff Council will be represented on this council by the chair and secretary.

Old Business

- Debi reported to the council about the compensation issue that was brought up at the last meeting. New positions are being classified in the midpoint range of the pay grade for recruitment purposes. Current staff may still be classified in the lower range of the pay grade. A discussion ensued about how to increase nonmonetary benefits to classified staff.
- Robert Rice asked the council to pay for this HVAC course taken at the Mineral County Vocational Technical Center last year. The amount is \$190. Dave made the motion that the council reimburse Mr. Rice for this course. Molly seconded the motion. The vote carried the motion. Debi will explore the process to provide the reimbursement.

Treasurers Report

- The Classified Staff Council has a current balance of \$1575.

Adjournment

- Antonio made the motion to adjourn the meeting. Dave seconded the motion. Voting carried the motion. Adjournment occurred at 1:00 pm
- The date of the next meeting will be determined.

Respectfully Submitted,

Molly Bennett, Secretary/ Treasurer

CC: Website/ General Membership/ President Colelli