

Minutes
WVSU Classified Staff Council
July 11, 2007

Call to Order. A meeting of the West Virginia State University Classified Staff Council was held at 3:00 p.m. on Wednesday, July 11, 2007 in the Drain-Jordan Library Conference Room. The meeting was called to order at 3:02 p.m. by the chair, Mrs. Millie Booker. Other members present were: Ms. Crystal Walker, Mr. James Buchanan, Mrs. Beverly McVey, SGT William Porterfield, Ms. Carla Blankenbuehler, Mrs. Janice Bennett, Mrs. Mary Wickiser, Mrs. Daisy Squirts, Ms. Krystal Tolliver, Mr. Simuel Bowles, Ms. LaQuanza Williams, and Mrs. Barbara Cary.

Election of Vice Chair. Mrs. Booker said that there were two nominees for the position of vice chair – Mrs. Daisy Squirts and Mrs. Laura McCullough. Both of the nominees accepted the nominations and the floor was open for other nominations. There being none, the nominations were closed on the two names. Mrs. Booker called for the vote by a show of hands and Mrs. Squirts was re-elected as vice chair.

Election of Treasurer. Mrs. Booker said that Mrs. Janice Bennett was the only nomination for the position of treasurer. With there being no more nominations, and with Mrs. Bennett accepting the nomination, she was re-elected treasurer by a unanimous vote.

Leadership Conference. The chair distributed copies of a handout she received while attending the Classified Employee Leadership Conference in June. The handouts pertained to the responsibilities of the Classified Staff Chairs and Board of Governors representative. Mrs. Booker said she will bring copies of the one for the ACCE representative to the next meeting. She noted that the conference was very informative and provided insight to how Classified Staff Councils at other schools operate.

Homecoming Ad hoc Committee. Mrs. Booker said she is appointing an ad hoc committee for Homecoming 2007 to begin planning the Council's float for the parade. The committee will also assist with plans to have a booth in the tailgate area during the Homecoming game to raise funds for classified staff. The members of the ad hoc committee are: Ms. Crystal Walker (chair), Mrs. Lynn Davis, Mr. Marvin Smith, Mrs. Millie Booker, and Mrs. Laura McCullough. A discussion was held on having a fund raiser such as a hot dog sale prior to Homecoming to raise money to help buy supplies for the food booth. Mrs. Daisy Squirts, Ms. Krystal Tolliver, Mrs. Janice Bennett, and Ms. Carla Blankenbuehler volunteered to assist with the fund raisers.

Fund Raising Ideas. The chair asked the members to share their ideas for other possible

fund raiser. Ms. Blankenbuehler suggested the large Hershey bars and she said she knows a representative that could contact. Mrs. Cary said that a spaghetti dinner may also be a good idea. A question was raised about what exactly the Council is raising money for and it was determined that the funds should be used for professional development. Mrs. Booker asked everyone to bring more ideas to the next meeting.

Classified Staff Council Website. Mrs. Booker informed that she talked with Mr. Steve Tyson and he has agreed to help create a website for the Council. The website will include meeting dates, the Bylaws, officers, minutes, the purpose of the Council, and links to classified staff resources (i.e., tuition waivers, credit union, etc.) She asked that anyone who has suggestions for additional information to be posted on the site to contact her.

Revisions to Constitution and By-laws. The chair said that over the next four to five months, the Council will be updating and revising its Constitution and By-laws. She noted that they have not been revised since 1994. A draft of the Constitution and By-laws was distributed and everyone was asked to review them and bring their suggestions to the next meeting. Mrs. Bennett was asked to look at the draft and see if any information is superceded by the WV Code.

Other. SGT Porterfield informed that he will be attending the ACCE Conference on July 22-24, 2007 at Pipestem. He said they will set the legislative agenda on July 23rd and asked that requests or concerns be sent to him before he leaves. SGT Porterfield noted that new grievance process under Senate Bill 442 went into effect on July 1st and a new grievance board was appointed. He said that Level I is now the President of the institution, Level II is mediation, and Level III is an Administrative Law Judge. Mrs. Booker distributed copies of the new grievance process.

Mrs. Cary suggested that the Council look at ways to increase membership in the Council like having a social activity to connect more classified staff. She said that it may also be beneficial to hold quarterly workshops to provide information on issues such as understanding the sick leave policy, retirement, etc.

Adjournment. There being no further business, it was duly moved and seconded that the meeting be adjourned.

Respectfully submitted,

Crystal Walker