

Bluefield State Classified Staff Council

Meeting Minutes

November 11, 2015

Present: Lisa Bennett, Jane Richardson, Deirdre Guyton, Angie Wassum, Randy Carroll, Jerry Connor, Kim Reed, Carolyn Kirby, Louis Belt, Darlene Gilley

Guests: None

Next Meeting: January 21, 2016

I. Call to Order

Meeting was called to order by Classified Staff Chair, Carolyn Kirby at 1:05 pm.

II. Roll Call

See Above

III. Approval of Minutes

Kim Reed motioned to approve the minutes with corrections. Motion seconded by Randy Carroll. Motion carried unanimously.

IV. Old Business

- A. There are still concerns about student issues at Mountain View. A student meeting is still being scheduled to allow students to provide their input about housing issues.
- B. Scheduling for Spring 2016 is still in progress. Classified Staff is still concerned that classes are bunched together limiting students accessibility to get the class they need.
- C. Campus Clean- Up Day was a success with around 40 to 45 volunteers helping out. College wants to give a special thanks to the Maintenance Department for all their help.
- D. Other issues discussed at the table were unfilled vacancies and overworked employees. The College Council will continue to work with Administration on resolving these issues
- E. Policy 3: Harrassment has been approved by the BOG and we are awaiting approval from HEPC. College Council has currently been working to approve a procedure, which was approved at the last meeting. The procedure does not have to go before the BOG for approval.
- F. Door Decorating Contest and Pot Luck Luncheon scheduled for 12-10-15 at 11:00. The theme for decorating will be open to individual preference.

V. New Business

- A. The Office of Public Safety is currently conducting Active Shooter Training. All Faculty and Staff need to contact Jason Brooks for your department to receive training. Training will take approximately 20-30 minutes. After training, drills will be done.
- B. Louis and several other employees are planning a trip to Beckley to hear the PEIA 2017 proposals.
- C. Board of Governance Meeting took place last week where they essentially outlined chain of command and the reporting organizational structure for BSC.
- D. The recent 4% Budget cuts have resulted in a lot of things being cut out. Reduced travel, conferences and all around spending is to be cut. Printing less and limiting purchases are things that are being done to help with the 4% cut.

- E. Campus Potluck is being planned. A date was picked for 12-10-15 in the Student Union. We can utilize Hebert Gallery for this setup. Each department will be asked to decide who is bringing Sides, Dessert, Salad, etc. This is being done so that we do not have so many desserts and very little food.
- F. Deirdre Guyton is working to organize a raffle for early Spring semester so that we can get funds into our Flower Fund.
- G. Employee Recognition Dinner is being planned but we are uncertain as to what we will have to work with. Carolyn will be contacting the President's office to see what will be taking place this year giving funding.

VI. **ACEE Report**
No Report

VII. **BOG Report**
Deirdre reported on conversation that ensued regarding organizational structure. Indicating that the President is the only employee of the Board and that the President is to meet with Classified Staff on a quarterly basis and the BOG is to meet with Classified on a yearly basis.

VIII. **Flower Fund**
Current Flower Fund is \$215.94

IX. **Announcements and Next Meeting**
Request was made to get updated training for Building Monitors January TBA.

X. **Adjournment**
Motion to adjourn made by Deirde Guyton. Seconded by Randy Carroll. Motion carried unanimously.