

**Classified Staff Council Meeting  
March 3, 2025  
Minutes**

The Pierpont Classified Staff Council met on March 3, 2025 at 1:00pm on TEAMS. This was a rescheduled meeting date due to technical difficulties for the scheduled FEB 26, 2025 Meeting.

**Present:** Mary Jo Rutherford, Chair  
Kayla Hawkinberry, Carla Sabatino, Chip Hawkins and Don Luketic

The Agenda for today's Meeting and the Minutes from the January 22, 2025 Meeting were sent to classified staff via Teams.

**1. Meeting called to Order.**

Chairperson, Mary Jo Rutherford called the Meeting to Order.

**2. Old Business**

Since there was lack of a quorum, the approval/corrections to the January 22, 2025 Meeting Minutes was tabled to the March 26, 2025 Meeting.

**3. New Business**

**a. BOG – No report**

**b. ACCE Report – Chip Hawkins**

On the Agenda was the item of the Salary Market.  
ACCE meets monthly.

**c. Committee Reports**

**\*Legislative Affairs – No Report**

**\*Election - Mary Jo Rutherford for Memori Dobbs**

Chairperson Mary Jo Rutherford told classified staff at the Meeting that this is the election year to nominate and elect Officers and EEO representatives for the Classified Staff Council. We will ask HR to manage the nomination and election process for us. It will take place in April. The term will be for two years starting July 1, 2025 and ending June 30, 2027.

**\*Staff Development – Mary Jo Rutherford for Jama Marshall Roy**

Jama Marshall Roy will set up a combined training session for classified and non-classified staff members.

**\*Website – Mary Jo Rutherford**

Once the Classified Staff Council Meeting Minutes are approved, Mary Jo sends them to the Director of Marketing, and she posts them on the Pierpont's website for us.

**\*Special Events – Mary Jo Rutherford & Juanita Nickerson**

The **Awards Ceremony** will be on **April 24, 2025** starting at 5:30pm for the students at the **Robert Mollohan Building**. Faculty and Staff Awards begin at 7:00pm. The **Nomination & Selection Committee** will be naming a **Classified Staff Employee of the Year**. The name of the Awardee will be sent to the Office of Academic Affairs by March 26, 2025. Chairperson Mary Jo Rutherford and committee members will present the Award at the Awards Ceremony.

**\*Graduation** is on **May 9, 2025** at the **Robinson Grand** in **Clarksburg**. Mary Jo Rutherford will represent Classified Staff. Juanita Nickerson, BOG Representative, will also attend the Event.

**d. Fund Raisers**

\*Pierpont Logo will not change. Due to a lack of a quorum, doing more fund raisers was tabled to the March 26, 2025 Meeting. The Fund Raisers would benefit the Scholarship Fund Classified Staff has with the Pierpont Foundation.

**e. Scholarships**

\* There is a little over \$2,000 in the Classified Staff Council's Scholarship Fund with the Pierpont Foundation. Due to a lack of a quorum, deciding on how many Scholarships to award the next Academic Year was tabled to the March 26, 2025 Meeting.

**f. Strategic Priorities**

\*From the President's Council, Mary Jo Rutherford asked classified staff to let her know of any ways he/she thought Pierpont could grow in supporting student learning and engaging employees and she will post them in TEAMS.

**g. Issues and Concerns**

None

4. **Next Classified Staff Council Meeting** will be on **March 26, 2-025** at 1:00pm on Teams.

5. Meeting was adjourned.

Respectfully submitted,

Mary Jo Rutherford for  
Jama Marshall Roy, Secretary