

Classified Staff Meeting Minutes June 25, 2025

Pierpont Classified Staff Council met on June 25, 2025 at 10:30am on TEAMS. The Minutes from the May 28, 2025 Meeting and the Agenda for today's Meeting (See attached copies.) were sent to classified staff members via an attachment on TEAMS.

Present:

Chairperson Mary Jo Rutherford, Carla Sabatino, Donald Luketic, Memori Dobbs, Annette Shaw, Christy Reger, and Kayla Hawkinberry

1. Meeting Called to order.

Chairperson Mary Jo Rutherford called the Meeting to order.

2. Old Business

A. Motion to approve May 28, 2025 Meeting Minutes

Carla Sabatino sent Chairperson Mary Jo Rutherford an e-mail and asked the following be added to the May 28, 2025 Meeting Minutes under:

5. Issues and Concerns – Assigning Advisors to Students

Carla Sabatino mentioned a professor had come to her about the situation in the first place and they had pointed out that as the students' first step in Pierpont experience, that to be appointed the wrong advisor does not show a very professional or good light on our College.

Annette Shaw made a Motion to accept the May 28, 2025 Meeting Minutes as written with the added notation. Memori Dobbs seconded the Motion. The Motion passed.

B. Update on Advisor/Advisee List – Carla Sabatino

Carla Sabatino gave an update on the Advisor/Advisee List issue discussed at the May 2025 Classified Staff Council Meeting. Carla met with the Provost. He said Admissions will assign the advisor to the advisee first. A Congratulations Letter will be sent to the student and name who his/her advisor will be. Program Assistants/Administrative Assistants will be asked to send a list of their advisors for their Programs to Academic Affairs Office. Aviation Center assigns their own advisors. Discussion followed.

3. New Business

- **BOG Report** – Juanita Nickerson

Chairperson Mary Jo Rutherford reported that at the June 17, 2025 Board of Governors Meeting, **Juanita Nickerson** was recognized for the time she served on the **Board of Governors** as the **Classified Staff Representative**. She was awarded a plaque. Thank you, Juanita.

- **ACCE Report** – Chip Hawkins

Chairperson Mary Jo Rutherford reported that **ACCE** had their Retreat in June at Blackwater Falls.

- **Committee Reports**

- Legislative Affairs - No updates.

- Election

- A special nomination and election were held to fill the position of a Classified Staff Representative on the Board of Governors.

CONGRATULATIONS to Kayla Hawkinberry who was nominated and elected as the Classified Staff Representative to serve on the Board of Governors.

- Staff Development

- No word yet on when the training for Classified and Non-classified Staff will have a training this Summer.

- Website

- Mary Jo Rutherford asked Stefanie Moore to post the April 2025 Meeting Minutes on the Pierpont Website and to list the newly nominated and elected Classified Staff Council Officers and EEO Category Members for the next two years starting July 1, 2025.

- Special Events - No updates.

- **Scholarships**

Mary Jo Rutherford sent out the **Classified Staff Council Scholarship 2025-2026 Application** to Classified Staff Members. It is due by June 30, 2025 to Kim Cale, HR Director. So far, one application has been received. Mary Jo will let Classified Staff know the application(s) received. Once approved by the Council, Mary Jo will contact Kathy Hypes, Pierpont Foundation Director to award the full-time and/or part-time Scholarship(s) to the qualified classified staff member or dependent at the college or university he/she will be attending the next academic year.

- Issues and Concerns - None

4. Next Meeting

There will be no Classified Staff Council Meeting in July. The next Classified Staff Council Meeting will be on August 27, 2025 at 1:00pm on TEAMS.

5. THANK YOU

Mary Jo Rutherford thanked all classified staff who served on the Classified Staff Council the past two years. A JOB WELL DONE. She wished the newly nominated and elected Classified Staff Officers and EEO Classified Staff Council members well.

6. Meeting Adjourned.

Christy Reger made a Motion to adjourn the Meeting. Carla Sabatino seconded the Motion. The Motion carried.

Have a good summer.

Respectfully submitted,

Mary Jo Rutherford
Acting Secretary for
Jama Marshall Roy, Secretary