

Classified Staff Meeting Minutes

May 28, 2025 | Teams | 1:00pm

Attendees:

Chairperson Mary Jo Rutherford, Jama Marshall Roy, Carla Sabatino, Donald Luketic, Memori Dobbs, Annette Shaw, Christy Reger, Guest – Director of Pierpont Foundation: Kathy Hypes

1. Call to Order

Chairperson Mary Jo Rutherford called the meeting to order.

2. MOU Scholarship Fund

- Kathy Hypes, the Director of the Pierpont Foundation, joined the meeting to go over the MOU for the Scholarship Fund that will be shared with Non-Classified Staff. Kathy went over the general content of the document and shared a section that the Classified and Non-Classified staff members will need to discuss:
 - Selection Criteria:
 - We may need to think about how we want to define “family.”
 - Would the recipient be required to attend Pierpont?
 - Will the scholarship be for full-time, part-time, or both?
 - Will the recipient be required to have Financial Need (determined by FAFSA or Office of Financial Aid)?
 - What is the grade and/or progress requirement?
 - (Required by Foundation) Recipient Agreement
 - Detailed discussion and decisions will be made at the next meeting in conjunction with the Non-Classified Staff Council.

3. Old Business

- Motion to approve April Meeting Minutes
 - Don made a motion to approve March’s minutes. Carla seconded the motion. The motion was carried.
- CONGRATULATIONS to newly nominated and elected Classified Staff Council Members!
Term: July 1, 2025 – June 30, 2027
 - Chair: Memori Dobbs
 - Vice-Chair: Carla Sabatino (appointed)
 - Secretary: Jama Marshall Roy (appointed)
 - BOG: To be determined (One representative – either Classified or Non-Classified Staff).
 - ACCE: Maynard “Chip” Hawkins

- EEO Categories:
 - Professionals: Kayla Hawkinberry and Jama Marshall Roy
 - Admin Support: Mary Jo Rutherford (One vacancy position open)
 - Paraprofessionals: Annette Shaw and Christy Reger
 - Skilled Craft Workers: Donald Luketic
 - Service Maintenance: Two vacancies
- Ex-Officio: Mary Jo Rutherford

4. New Business

- BOG Report – Juanita Nickerson: Absent
- ACCE Report – Chip Hawkins: Absent but sent information to Mary Jo
 - There has been discussion around having open meetings to allow anyone to attend and gather updates and voice concerns.
 - They are planning a retreat in June at Blackwater Falls
- Committee Reports
 - Legislative Affairs
 - No updates.
 - Election
 - No updates.
 - Staff Development – Jama Marshall Roy
 - Jama request dates to hold this training event.
 - Website
 - Mary Jo is keeping up with Stefanie Moore to post minutes to the website.
 - Special Events
 - Graduation: May 9th @ Robinson Grand Theater in Clarksburg. Pierpont graduated about 180 students at the ceremony.
- Scholarships
 - Mary Jo sent out the application. It is due by June 30th to Kim Cale.
- Meetings with Non-Classified Staff
 - Non-Classified Staff would like to meet with Classified Staff in June. The Classified Staff Council agreed to invite them to our June 25th meeting.
- Meeting Dates – 2025-2026 Academic Year – on Teams
 - 2025
 - July – No Meeting
 - August 27
 - September 14
 - October 22
 - November 19
 - December 17

- 2026
 - January 28
 - February 25
 - March 25
 - April 22
 - May 27
 - June 24

5. Issues and Concerns

- Assigning Advisors to Student – Carla Sabatino
 - Carla described a situation where a student has been trying to get in contact with their assigned advisor for an extended period. Once the student finally got ahold of someone, it was told that the student's advisor was listed as someone who has not worked for Pierpont for 2 years.
 - Part of the problem is it seems there is no specific protocol on how these advisors are assigned. Carla spoke with Jennifer McConnel who took responsibility for it, but it seems that each school's administrative assistant is having to go through pages of students to assign or reassign faculty advisors as it is not done properly or not updated as students change majors or advisors are no longer available.
 - It was suggested to have Mary Jo bring it up at the next President's Council meeting and to have Memori continue to follow up on this issue as the term changes over.

6. Upcoming Meeting

The next meeting will be June 25th, 2025 @ 1:00pm on Teams.

Carla made a motion to adjourn the meeting. Annette seconded the motion. The motion was carried.

The meeting was adjourned.

Respectfully submitted,



Jama Marshall Roy

Secretary