

Classified Staff Meeting Minutes

September 24, 2025 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Jama Marshall Roy, Annette Shaw, Mary Jo Rutherford, Chip Hawkins, Carla Sabatino, Becky Ashcraft

1. Call to Order

Chairperson Memori Dobbs called the meeting to order and welcomed Rebecca (Becky) Ashcraft to Pierpont and the Classified Staff Council.

2. Approval of Previous Meeting Minutes

- Approve June Meeting Minutes
 - Memori made a motion to approve the minutes. The council voted in favor. The motion was passed.
- Approve August Meeting Minutes
 - Memori made a motion to approve the minutes. The council voted in favor. The motion was passed.

3. Committee Updates

- Current committees:
 - Legislative Affairs:
 - No current updates as Kayla Hawkinberry who was the BOG Representative took a new position that changed her classification.
 - Election:
 - BOG Representative poll will go out this week to determine who will represent Classified Staff on BOG
 - Staff Development:
 - Needs a new chair
 - Open to volunteers
 - Website:
 - Jama will now be heading this committee. She will submit approved minutes to the website.
 - Special Events:
 - No updates
 - A motion was made to approve the committee. The council voted in favor. The motion was passed.

4. Old Business

- BSN Fundraiser
 - There should be a storefront link soon.
 - 26 items will be available for purchase.
 - Alex Casey will create marketing materials to posts around our campuses and on social media.
 - Non-Classified Staff did not have enough participants at their last meeting for a forum to vote if they wanted to sign an MOU to partner with Classified Staff on this fundraiser so we will proceed with the fundraiser as we have in the past.

5. New Business

- BOG Report – Kayla Hawkinberry: No longer in Classified Staff
- ACCE Report – Chip Hawkins:
 - Meeting is 9/26. Will receive update at next meeting.
- Scholarship Applications
 - Received a new application that was passed the deadline.
 - There is enough money in the Scholarship Fund to cover the part-time scholarship request.
 - Memori will check with Cathy Hypes to confirm how much is in the Scholarship Fund.
 - Chip asked if Non-Classified Staff would participate on this. It was confirmed that they are not apart of the Scholarship Fund.
 - Mary Jo confirmed that the Classified Staff has previously approved scholarship applications beyond the deadline.
 - Memori confirmed that the applicant meets the criteria that was previously set, and a motion was made to approve the application. The council voted in favor. The motion was passed.
 - Juanita Nickerson will be awarded the \$250 Part-Time Classified Staff Scholarship. **Congrats, Juanita!**
- Vote on President's Council Committee
 - Being the Classified Staff Council Chairperson requires the Chairperson to attend President's Council meetings. Memori suggested to add a President's Council Committee to provide updated from the meetings.
 - The first report will be at the next Classified Staff Council meeting.

6. Staff Recognition & Announcements

- Upcoming Events
 - Pierpont's Parents' Place Family Game Night – October 3rd at 5 PM at the ATC. Games, food, family resources, and **\$1,000 worth of prizes** will be provided.
 - Pierpont's 3rd Annual Trick or Treat – October 23rd at 5:30 PM. Communications will be sent out soon. Faculty and staff can sign up for tables. **Only treats may be purchased with department budgets – no decorations may be purchased with department funds.**
 - Recap on Girl's in Aviation Event – The event was televised on the news and was successful!

7. Open Discussion: Comments, Questions, or Concerns

- Jama shared that the grant she oversees for the WV WORKS Program was expanded and approved. This will bring many new opportunities to the participants.
- Mary Jo asked if advisee lists have gotten any better since the last time it was discussed.
 - Carla connected with Provost David Beighley to check with the Registrar, but the issue of students being placed with employees who are no longer at Pierpont still exists.
 - It was reported that they are able to pull advisee lists now which is an improvement, but they are still now sure where the problem stems from.

8. Upcoming Meetings

Memori invited the attending council members to encourage other Classified Staff members to join meetings and will send out a list of all employees in Classified Staff.

The next regular meeting will be October 22nd, 2025 @ 1:00 PM on Teams.

The meeting was adjourned.

Respectfully submitted,



Jama Marshall Roy

Secretary