

Classified Staff Meeting Minutes

December 17, 2025 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Jama Marshall Roy, Carla Sabatino, Juanita Nickerson, Don Luketic, Chip Hawkins

1. Call to Order

Chairperson Memori Dobbs called the meeting to order.

2. Approval of Previous Meeting Minutes

- Approval of October and November meeting minutes will be postponed until the next meeting due to lack of forum.

3. Committee Updates

- Legislative Affairs:
 - No updates.
- Election:
 - No updates.
- Staff Development:
 - Memori connected with Kai to investigate De-Escalation Trainings and informed that Active Shooter Training will be facilitated during Spring Learning Communities Week.
- Website:
 - No updates as October and November minutes have not been approved yet.
- Special Events:
 - No current special events.
 - The individuals that Memori asked to serve with Mary Jo declined.
 - Carla volunteered to serve on this committee. Juanita will also help out on this committee as needed.

4. Old Business

- No updates or discussion.

5. New Business

- BOG Report – Juanita Nickerson:
 - The board will not meet again until January.
 - Presidential search is underway. Chip is the representative of Classified Staff.

- The board is happy to hear about partnerships with RN Bridge Program and Surgery Tech.
- ACCE Report – Chip Hawkins:
 - No meeting this month.
- President’s Council – Memori Dobbs:
 - Request for ideas for First Friday Trainings:
 - Craft Group
 - Training on process to address concerns in a protected way
 - QPR
 - Enrollment is 60 students down from this time last year. Encourage students to register for Spring 2026.
 - This directly impacts revenue and budgeting processes.
 - The President’s Council will assess revenue and budgeting requests to determine how 2% funding decreases and potential low enrollment will impact departmental budgeting.
 - Dr. Robin Strader is working on an alternative log-in for Blackboard in case the Portal is down.
 - New website is still in process.
 - Employees should complete Vector training and survey at their earliest convenience.

6. Staff Recognition & Announcements

- Birthdays, retirements, achievements
 - WV WORKS Holiday Giving Initiative was able to provide for six Pierpont students. The students send a heartfelt thank you to anyone who supported this project. We look forward to making this an annual tradition.
 - Pierpont’s participation in local holiday parades shared joy, candy, and Monty stickers with the community.

7. Open Discussion: Comments, Questions, or Concerns

- Concern for students being unprepared for college. There is a need for a College 101-type course.

8. Upcoming Meeting

The next regular meeting will be January 28th, 2026 @ 1:00 PM on Teams.

The meeting was adjourned.

Have a happy, safe, and warm Winter Break! ❄️

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jama Marshall Roy". The signature is fluid and cursive, with the first name "Jama" being the most prominent part.

Jama Marshall Roy

Secretary