

Classified Staff Meeting Minutes

February 25, 2026 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Mary Jo Rutherford, Jama Marshall Roy, Carla Sabatino

1. Call to Order

Chairperson Memori Dobbs called the meeting to order.

2. Approval of Previous Meeting Minutes

- Approval of October, November, January meeting notes will be tabled until next meeting.

3. Committee Updates

- Legislative Affairs:
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- Election:
 - No updates.
- Staff Development:
 - We had a De-Escalation training in January meeting as a brief overview.
Thank you, Carla!
- Website:
 - December meeting minutes are on the website.
- Special Events:
 - Employee of the Year Committee
 - Employee Award Ceremony will be held in the Fall around September or October
 - Carla is on the Institutional Employee Recognition Committee.
 - Would like to do a dinner after work at the Middletown Commons with the opportunity to bring a plus one.
 - Working to purchase \$25 Walmart gift cards for monthly employee nominations and of all nominations, a selection will be made.
 - Nominations for Classified Staff Employee of the Year will be due on March 27, 2026, for the committee to select.
 - Mary Jo has been working with the committee to double-check the nominees and regulations. She will send information to

4. Old Business

- Day of Giving: April 1, 2026
 - Jama met with Dr. Kathy Hypes and Alexandra Casey to discuss Classified Staff's participation in this year's Day of Giving.
 - Per Dr. Hypes' suggestion, our fundraising goal will be \$5,000 for our scholarship fund.
 - While we initially discussed a goal of \$500, Dr. Hypes and Alex expressed concern that meeting a lower goal too quickly could discourage continued giving, so we agreed a higher target would be more effective.
 - Classified Staff members will be responsible for promoting our campaign. Alex will be providing email templates, social media materials, and a letter template to support outreach efforts. You are welcome to share this information in any way that works best for you to help generate donations.
 - If you receive a donation prior to the Day of Giving, please submit it to Dr. Hypes, who will record it and hold it until April 1.
 - Accepted donation methods include:
 - Cash
 - Checks made payable to the Pierpont Foundation
 - Online donations through the Day of Giving website (once it goes live)

5. New Business

- BOG Report – Juanita Nickerson: Absent
- ACCE Report – Chip Hawkins: Absent
- President's Council – Memori Dobbs:
 - Met 2/17 to review submitted budget requests. There were about 25 new requests submitted and about 16 requests carried over from last year that were not previously approved. They are in the process of prioritizing the requests. Additional information is confidential at this time. The next budget review meeting will be 3/2 to continue the process.
 - The request that Memori, Juanita, and Chip made regarding raises for Classified Staff are part of the budget requests, but there is not much information about how George wrote that.

6. Staff Recognition & Announcements

- Upcoming events
 - Presidential Search Open Forums will be March 4th, 5th, and 6th at 11:00am each day. See additional information about candidates and schedules here: [Presidential Search - Pierpont Community & Technical College](#)
 - Waffles & Wellness Events:
 - March 24 @ 11:00 AM to 1:00 PM at Caperton Center
 - March 25 @ 11:00 AM to 1:00 PM at ATC
 - March 26 @ 11:00 AM to 1:00 PM at Aerospace Center

7. Open Discussion: Comments, Questions, or Concerns

- No discussion.

8. Upcoming Meeting

The next regular meeting will be March 25th, 2026 @ 1:00 PM on Teams.

The meeting was adjourned.

Respectfully submitted,



Jama Marshall Roy

Secretary