

Classified Staff Meeting Minutes

November 20, 2025 | Teams | 1:00 PM

Attendees:

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

1. Call to Order

Chairperson Memori Dobbs called the meeting to order.

2. Approval of Previous Meeting Minutes

- Not enough in attendance for approval of October's meeting minutes. This will be tabled for next meeting.

3. Committee Updates

- Legislative Affairs:
 - Juanita has accepted the invitation to serve in the Legislative Affairs Committee.
- Election:
 - No updates.
- Staff Development:
 - Ideas for Kai to research
 - De-Escalation Training
 - Chip mentioned that Pierpont will be doing another active shooter training in January.
- Website:
 - Jama submitted updates and minutes which have been applied.
- Special Events:
 - Since Juanita is the BOG Representative and is serving in the Legislative Affairs Committee, Memori asked two other individuals to participate in the Special Events Committee. We are waiting to hear back from them to determine who else will serve on this committee with Mary Jo.
 - There are no immediate upcoming events.
- President's Council:
 - Memori emphasized encouraging students to register for the Spring as the enrollment helps determine budgets and decisions on allocation. Enrollment is down so far for Spring 2026.
 - Mary Jo mentioned that there was an email to reach out to students to remind them to enroll.
 - Carla will forward the email to Memori
 - Memori has been calling at-risk students.

- There will be 2% reduction in state appropriations. Estimated \$190,000 to \$250,000
- There will be 2 part-time security guards hired at the Advanced Technology Center to have a security presence in the evenings and weekends, so students have access to technology resources outside of normal operational hours.
 - Students currently have access to the ATC Monday-Thursday until 9:30 PM.
- Pierpont will be participating in White Hall, Bridgeport, and Clarksburg Christmas Parades. May do Barrackville.
- The Health & Wellness Committee is looking into hosting Red Cross Blood Drives at each campus.
- If departments would like a student survey, reach out to Director of Institutional Effectiveness, Olivia Boltz and the Marketing department to coordinate that.
- Health Sciences will be adding new programs including Surgical Tech and a bridge to RN program.

4. Old Business

- BSN Fundraiser
 - The BSN Fundraiser sale ended on November 6th.
 - Total Sale of \$444.76 we received \$44.76
 - Stefanie from Marketing has been connecting with Memori about other opportunities to get a higher percentage of what we earn from fundraisers with local businesses. She is willing to speak on those ideas with Classified Staff.
 - Most orders came from faculty and staff with 2 students who placed orders.

5. New Business

- BOG Report – Juanita Nickerson: Absent
 - At the last meeting, they reviewed a financial report that had positive feedback.
 - BOG will be hosting a Christmas Dinner for faculty and staff on Wednesday, December 10th at 5:30 PM at Muriale’s Italian Kitchen. Faculty and staff will have no charge
- ACCE Report – Chip Hawkins:
 - State HR department is working to fill a vacancy
 - All 50 states are supposed to be getting at least \$100,000,000 per year for 5 years. These monies will be heavily funding workforce training.

- PEIA is supposed to go up another 14% next year. They want to find other funding sources to help with the upcharges.
- Promise Scholarship students had a 40% cannabis positive rate. Students needing a drug test for scholarships can retest until they pass to receive scholarships and grants like Promise and WV Invests.

6. Staff Recognition & Announcements

- Birthdays, retirements, achievements
 - Happy belated birthday to Memori!
 - Happy birthday to Carla!
- Upcoming Events
 - Students will be on Thanksgiving break from November 24th-28th. Pierpont will be closed on November 27th and 28th.
 - Pierpont's Administrative Assistants will have a lunch meeting to discuss processes and other items relating to their duties.
 - Jama's office launched the WV WORKS Giving Initiative this year to help provide gifts to WV WORKS students and their children. If you have not already signed up for a gift or donation, you can do so here: [WV WORKS Holiday Giving Initiative Sign-Up 2025.xlsx](#). Items or donations need to be turned in to Jama by December 5th. Wrapping will begin on December 8th and distribution will be December 12th.
 - Chip offered to help find space to store items if needed.

7. Open Discussion: Comments, Questions, or Concerns

- Continue to think of ideas for professional development.

8. Upcoming Meeting

The next regular meeting will be December 17th, 2025 @ 1:00 PM on Teams.

The meeting was adjourned.

Have a happy and safe Thanksgiving! 

Respectfully submitted,


Jama Marshall Roy

Secretary