

Classified Staff Meeting Minutes

October 22, 2025 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Jama Marshall Roy, Annette Shaw, Mary Jo Rutherford, Chip Hawkins, Carla Sabatino, Donald Luketic, Christy Reger

1. Call to Order

Chairperson Memori Dobbs called the meeting to order.

2. Approval of Previous Meeting Minutes

- Approve September Meeting Minutes. Christy motioned to approve. Carla seconded to approve. Motion carried.

3. Committee Updates

- Legislative Affairs:
 - Review of committee purpose. Chip agreed to continue to be part of this committee with his role as the ACCE Rep. Memori will connect with Juanita as the elected Board of Governors Rep.
 - Concerns include wages and PEIA
- Election:
 - Juanita Nickerson was voted as the BOG Representative and has already been sworn in.
- Staff Development:
 - Kai Buckhalter will head this committee. Classified Staff members are asked to think about and provide a list of ideas for training opportunities that can be researched.
- Website:
 - Jama submitted updates and minutes which have been applied.
- Special Events:
 - Mary Jo is willing to continue to serve on this committee. Juanita also served previously and will be asked again if she would like to continue to serve.
- President's Council:
 - Enrollment is flat compared to this time last year.
 - Finance/Revenue is on target. There is an anticipated 2% (\$80,000) reduction for next fiscal year that Pierpont will need to budget for.
 - Safety and Security – Michael Kochka has stepped into the role of Manager of Safety, Security, and Facilities.
 - Internal door locks for classrooms have been updated at Caperton, ATC, and Middletown Commons.

- Information and Technology – Texting capabilities should be available soon on the new phone system. No exact date.
- Pierpont Café – In process for Culinary students to run a service window café out of the Middletown Commons
 - The state granted funds for this project. Construction should be complete by December 1, 2025 and be operational for the Spring 2026 semester.
 - This will be its own entity and pay for its own supplies.
 - Card only options, but should be able to tip students.
- Learning Resources – Pierpont is looking to have Open Educational Resource (OER) in more courses.
- HLC Site Visit – Overall positive feedback so far.
- Community Outreach – Advertising efforts are in effect in many facets to help with Pierpont’s visibility in the community.
- 3rd Floor – Construction is underway and is expected to be completed by March.
- Vector Training – There are some flukes in the system, but once the issues are resolved, mandatory training will be provided through email by Vector.
- CARE Team – Being reconstituted in Spring 2026. Members are being added to the team who will be trained in December.
- Holiday Dinner – Pierpont’s BOG will be hosting a holiday dinner December 10, 2025 at Muriale’s Italian Kitchen. Reception at 5:30 PM, dinner at 6:30 PM.

4. Old Business

- BSN Fundraiser
 - Open and operational through October 30th.
 - Email communications, social media posts, and flyers have been distributed.
 - Classified Staff members are encouraged to share the information and flyers wherever they can.
 - We are able to extend the close date if needed.
 - Memori is not sure on an exact number of sales, but have heard excitement about the sale and that people have been making purchases.
- Scholarship Fund Balance
 - \$1,500 which is invested
 - Jama asked about an application for her husband. Memori advised to apply for the scholarship and they will be discussed and decided on notice.

5. New Business

- Review the Purpose of Classified Staff - Definition from WV
 - “The Pierpont Community & Technical College Classified Staff Council was created by the West Virginia Legislature via HB 2224 under WV State Code §18B-6-6, for the purpose of providing the classified staff employees at state institutions of higher education with a means to share information and discuss issues affecting them or the efficient and effective operations of an institution. This council was formed with recognition that all matters at Pierpont Community & Technical College are governed by state law, by the Pierpont Community & Technical College Board of Governors, and Pierpont Community & Technical College policies and procedures.”
- BOG Report – Juanita Nickerson: Absent
 - First meeting was 10/21. She will provide an update at the next meeting.
- ACCE Report – Chip Hawkins:
 - There seems to be some misunderstanding. Senator Vince D from Gilmer County was under the impression that institutions are getting offsets for PEIA, but they are not.
 - Want exit interviews to better understand reasons why individuals are leaving institutions.
 - Want more onboarding support for new employees.
 - There are 10 Freshman Senators.
 - Non-Classified Staff are replacing Classified Staff at many institutions.
 - Would like to change HB 3279 regarding voting power to restore Classified Staff vote.
 - This was more of a nationwide issue rather than WV.

6. Staff Recognition & Announcements

- Upcoming Events
 - Community Trick-or-Treat – October 23, 2025 @ 5:30 PM.
 - If anyone is aware of students interested in community service hours, refer them to Jama.
 - Middletown Commons Trick-or-Treat – October 29, 2025 @ 5:00 PM.

7. Open Discussion: Comments, Questions, or Concerns

- Meet and Confer meeting minutes are attached to the calendar invite. Memori encouraged staff to attend these meetings to share what is happening in your area. You can also use the Great Ideas form that can be found on the Portal if you cannot participate or have any ideas that may be beneficial to the college’s mission.

- Quantities class is preparing weekly meals. This week will be on October 23rd starting at 4:30 PM.

8. Upcoming Meeting

The next regular meeting will be November 20th, 2025 @ 1:00 PM on Teams.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jama Marshall Roy". The signature is written in a cursive style with a large, sweeping initial "J".

Jama Marshall Roy

Secretary