

Classified Staff Meeting Minutes

April 22, 2026 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Jama Marshall Roy, MaryJo Rutherford, Carla Sabatino, Don Luketic, Maynard (Chip) Hawkins, Rebecca Ashcraft, Juanita Nickerson

1. Call to Order

Chairperson Memori Dobbs called the meeting to order.

2. Approval of Previous Meeting Minutes

- Approval of March Meeting Minutes
 - MaryJo motioned to approve the March meeting minutes. Don seconded.

3. Committee Updates

- Legislative Affairs:
 - No updates
- Election:
 - No updates.
- Staff Development:
 - No updates.
- Website:
 - No updates.
- Special Events:
 - Employee of the Year Committee
 - Juanita Nickerson is chairing the committee due to some original committee members getting nominated.
 - There will be a committee meeting tomorrow to complete the selection process.
 - The selection will be sent to the Classified Staff Chairperson and Marketing.
 - Still exploring options for the winner plaque.
 - Chip asked if there was a possibility for us to give a gift card to the winner of the Classified Staff Employee of the year. Memori clarified that we cannot give anything over \$25 but will check into other options.

4. Old Business

- Day of Giving – April 1
 - At the closing of April 1, Classified Staff raised \$350 for our scholarship fund.

- There was a faculty member who asked if their dependent could be considered. Memori informed them that this fund is strictly for Classified Staff and their dependents but recommended they propose a similar program through Faculty Senate.

5. New Business

- BOG Report – Juanita Nickerson
 - Fee increases were approved in March
 - No increased tuition fees at this time
 - Other fee increases were approved
 - Budget has been presented to the BOG and will be readdressed and most likely approved at the next meeting, April 28.
 - 3% state-funded increase will be implemented on July 1.
 - George Perich from HR was invited to this meeting, but he was not in attendance. He will be invited again.
- ACCE Report – Chip Hawkins
 - 3% state-funded increase along with 3% PEIA increase
 - 2% decrease has been revoked
- President’s Council – Memori Dobbs
 - Reviewed finance and revenue
 - Revenue for 2026-27 is running short about \$196,000 due to slight decrease in full-time enrollment.
 - Budget has been finalized.
 - Pre-bid meeting took place for security system to ensure the cameras, doors, and other systems are updated at the Caperton Center
 - Student Service Enrollment Management
 - Dr. Suzan Clemens has resigned from her position.
 - Looking for ways to manage her caseload.
 - Not hiring her position.
 - Students needing mental health support will be referred to BetterMynd for telehealth counseling.
 - Onboarding meeting for some Student Services representatives on April 27th

6. Staff Recognition & Announcements

- Upcoming events
 - Energy, Aviation & Manufacturing Career Fair – April 23rd @ 9:00am at Aerospace Center at Middletown Commons
 - Student Awards Ceremony – April 23rd @ 5:00pm at The Event Center
 - Student Vet Tech Association Pet Wash Fundraiser – April 25 @ 10:00am at Caperton Center
 - Interview Skills Workshop – April 29th @ 12:00pm at ATC
 - Spring Into Stories Event – April 29th @ 3:00pm at ATC
 - Dog Days Adoption Event – April 30th @ 11:00am at ATC
 - WVU Planetarium Trip – May 1st @ 8:00pm at WVU Planetarium
 - PRIDE Academy Completion Ceremony – May 2nd @ 12:00pm at Caperton Center
 - Pinning Ceremony – May 4th @ 5:00pm at The Event Center at Middletown Commons
 - Student Vet Tech Pet Adoption Event – May 7th at Caperton Vet Tech Facility
 - Graduation – May 8th @ 6:30pm, at the Robinson Grande Theatre
 - Remake Learning: Culinary Experience – May 9th @ 10:00am at Culinary Academy
- Reminder about Pierpont Praises
 - The Rewards and Recognition Committee has placed Pierpont Praises drop boxes at each of our campuses. On the side of each box, you'll find notecards that can be filled out by anyone connected to Pierpont—students, faculty, visitors, and staff. These cards are an opportunity to acknowledge the outstanding work by Pierpont employees happening every day across our community.
 - Completed cards will be collected by HR, and each month we will hold a random drawing for a \$25 Walmart gift card. The completed "Praises" cards will be delivered to the recognized employee.

7. Open Discussion: Comments, Questions, or Concerns

- Other deferred maintenance meetings are taking place to update many areas around multiple campuses.

8. Upcoming Meeting

The next regular meeting will be May 27, 2026 @ 1:00 PM on Teams.

Carla motioned to adjourn the meeting. MaryJo seconded.

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 initial "J" and "R".

Jama Marshall Roy

Secretary