

Classified Staff Meeting Minutes

June 24, 2026 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Rebecca Ashcraft, Carla Sabatino, Ryan Richards, Annette Shaw, Elora Clothier, Mary Jo Rutherford, Eric Swick, Guest: Kimberly Cale

1. Call to Order

Chairperson Memori Dobbs called the meeting to order. A quorum was present.

2. Approval of Previous Meeting Minutes

- Approval of April Meeting Minutes
 - Annette motioned to approve the March meeting minutes. Mary Jo seconded.
 - The motion passed.

3. New Classified Staff Welcome

- New classified staff members were welcomed and introduced.
- Memori reviewed the purpose of Classified Staff Council, including serving as a representative voice for classified employees, fostering communication and collaboration, supporting professional development, recognizing staff, and advocating for a positive work environment.

4. Guest Speaker – Kimberly Cale, Manager of Recruitment and Employee Relations

- Kim discussed the Classified Staff Employee of the Year recognition process.
 - The award should remain open to all classified staff employees and should not exclude employees based solely on length of employment.
 - HR requested that Classified Staff Council create a written process outlining nominations, qualifications, selection process, and decision-making procedures for consistency from year to year.
 - The finalized process should be submitted to HR for documentation.

5. Committee Updates

- Legislative Affairs:
 - No updates
- Election:
 - No updates.
- Staff Development:
 - No updates.

- Website:
 - Jama Marshall Roy provided an update that the website is current with meeting minutes and notes through the May 27 meeting.
- Special Events:
 - Fundraiser Idea:
 - Rebecca Ashcraft presented a fundraiser idea for the Classified Staff Scholarship Fund: a Pierpont Idol karaoke competition.
 - The event would include registration fees, possible admission fees, and potential partnerships with a local venue sharing proceeds.
 - Possible venues discussed included local businesses such as Stumptown Ales or Short Story.
 - The event could be opened to employees and potentially the community.
 - A Special Events Committee meeting will be scheduled to discuss details, planning, venue options, sponsorships, and timeline.
 - Annette Shaw volunteered to assist with the committee.
 - Employee of the Year Committee
 - Recognition process is currently being reviewed.
 - Award ceremony is expected to occur in the fall.

6. Old Business

- Classified Staff Scholarship Application
 - Applications were shared through email and Microsoft Teams.
 - Deadline for submission is June 30, 2026.
 - Scholarships are available for the academic year and may be used at any college or university.
 - Full-time scholarships are \$500 and part-time scholarships are \$250.
 - Current scholarship fund balance: \$1,700.

7. New Business

- BOG Report – Juanita Nickerson: Absent
 - No report.
- ACCE Report – Chip Hawkins
 - Classified Staff were reminded that the ACCE meeting will be held Friday at the Advanced Technology Center in Room 216A.
 - Staff were encouraged to attend portions of the statewide meeting if available.

- President's Council – Memori Dobbs
 - Meeting was cancelled for the month.

8. Staff Recognition & Announcements

- Upcoming events
 - Girls in Aviation will be held October 3, 2026 at the Old North Central West Virginia Airport Terminal.
- **Action Items**
 - Mary Jo will schedule a Special Events Committee meeting to discuss the Pierpont Idol fundraiser.
 - Classified Staff Council will develop a written Employee of the Year process for review and vote at the next meeting.
 - The process will be shared before the next meeting for members to review.

9. Upcoming Meeting

The next regular meeting will be August 19, 2026 @ 1:00 PM on Teams.

Employee of the Year Committee will stay on the call after the meeting is adjourned.

The meeting was adjourned.

Respectfully submitted,



Jama Marshall Roy

Secretary