

Classified Staff Meeting Minutes

September 27, 2023 | Teams | 1:00pm

Attendees:

Chairperson Mary Jo Rutherford, Jama Marshall Roy, Annette Shaw, Christy Reger, Memori Dobbs, Juanita Nickerson, Jaden Dent, Dr. Milan Hayward

1. Call to Order

Chairperson Mary Jo Rutherford called the meeting to order.

2. Motion to approve May, June, and August Meeting Minutes

Annette made a motion to approve May's minutes. Juanita seconded the motion. The motion was carried.

Juanita made a motion to approve June's minutes. Annette seconded the motion. The motion was carried.

Christy made a motion to approve August's minutes. Juanita seconded the motion. The motion was carried.

3. Old Business

- **Raffle Baskets**

- **Summer Raffle Basket**

- Raised \$202
 - Juanita won the basket

- **Fall Raffle Basket**

- Juanita recommended to write the name and phone number of the person purchasing tickets on them to make it easier to contact the winner
 - Last day to purchase tickets is October 26th
 - Drawing on October 27th

- **Vending Machines**

- **No update on vending machines**

- **ATC will be getting a fresh food market in the student canteen**

- **Memori asked if there were similar connections being made for the other campuses**
 - Juanita suggested doing a reach out for more information

- Fan Cloth
 - Mary Jo received the materials for Fan Cloth orders
 - Working to get everyone materials at each location
 - Connected with Matt and Kristen to put information in E-News and Social Media
 - Starts October 1st and ends October 31st
 - Will need to sell 60 items to make a profit of \$4 from each sale
 - Any profits are split between the scholarship fund and the events fund
- Student Donation Drive
 - Items to collect:
 - Non-perishables
 - Hats, gloves
 - Toiletries
 - Place a donation box at each location: ATC, Middletown Commons,
 - Start collecting Monday, October 2nd and run as long as people continue to bring in items
 - Jaden will make up signs to post on the boxes
 - Connect with Matt and Kristen to advertise

4. New Business

- BOG Report – Juanita
 - Working on HLC Visits
 - Working to update branding in buildings from Fairmont State to Pierpont
- ACCE Report – Chip
 - Unavailable
- Monthly Employee Recognition
 - Memori's suggestions were well received, but Dr. Hayward felt they would be more appropriate for an Employee of the Year Award
 - Other suggestions for monthly recognition
 - Gift cards
 - Lunch
 - Dr. Hayward greeted Classified Staff and spoke about wanting to introduce recognizing Pierpont's employees
- Meet & Confer Meetings
 - Once a month
 - Rotate between the ATC and Caperton Center
 - Dr. Hayward will be going over minutes and suggestions for Meet & Confer meetings to send out to each group

- Standing Committees
 - Mary Jo asked Classified Staff to consider being a part of one of the following committees – Details in constitution:
 - Legislative Affairs
 - Election
 - Staff Development
 - Website
 - Special Events

5. Upcoming Meeting

The next meeting will be October 25 at 1:00pm via Teams.

Christy made a motion to adjourn the meeting. Memori seconded the motion. The motion was carried.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jama Marshall Roy', is written over a light gray rectangular background.

Jama Marshall Roy
Acting Secretary