

## Classified Staff Meeting Minutes

February 28, 2024 | Teams | 2:00pm

### Attendees:

Chairperson Mary Jo Rutherford, Jama Marshall Roy, Annette Shaw, Christy Reger, Memori Dobbs, Chip Hawkins, Don Luketic, HR Representative Kim Cale

#### 1. Call to Order

Chairperson Mary Jo Rutherford called the meeting to order.

#### 2. Motion to approve January Meeting Minutes

Chip made a motion to approve January's minutes. Don seconded the motion. The motion was carried.

#### 3. Kim Cale was in attendance to go over information about annual leave, sick leave, accumulation, and sick leave in retirement

- See the PowerPoint sent from Mary Jo for details. More information can also be found in Pierpont's Staff Handbook that is also attached from Mary Jo and can be found on Pierpont's website.
- For questions or concerns, reach out to Kim Cale. She is willing to come to you or meet at a location off of Pierpont's campuses to discuss any issues.
  - [kbiddle@pierpont.edu](mailto:kbiddle@pierpont.edu)
  - 304-534-7887

#### 4. Old Business

- Standing Committees
  - Memori suggested that those appointed to serve on the committees to read in the constitution what the role and responsibility of their proposed committee assignment before making a motion to approve the standing committees.
  - This was not approved during this meeting. It will be revisited at the next meeting.
- Ideas on How to Move Pierpont Forward
  - Jama mentioned a suggestion made by a student to see if Pierpont could get a program started with a local gym to allow students to seek physical wellness through Pierpont.

#### 5. New Business

- BOG Report – Juanita was absent
- ACCE Report – Chip

- A survey will be sent to staff to get feedback on a variety of Pierpont's functions.
  - It was noted that K-12 instructors are being paid more than higher education faculty and staff.
  - Funds
    - Mary Jo checked in with Kathy Hypes about Classified Staff Scholarship and Events funds
      - Scholarship fund: \$2,700
      - Event fund: \$190
6. Meeting with President Milan Hayward
- President Hayward would like to meet to revisit employee of the month recognition ideas and ideas to move Pierpont forward.
  - It was decided to invite President Hayward to Classified Staff's next meeting.
7. Issues/Concerns
- Chip asked about raises that were recently mentioned. Memori informed that during the Learning Communities Week it was verified that there would not be raises at this time.
8. Upcoming Meeting
- The next meeting will be March 27<sup>th</sup> @1:00pm via Teams.

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

The meeting was adjourned.

Respectfully submitted,



Jama Marshall Roy

Secretary