

Staff Council Meeting  
September 20, 2012

Present: Mary Alltop, Carla Conley, Brittany Frymier, Mindy Greathouse, Debi Jenkins, Lois Miller, Jason Phares, Ann Reed, Krystal Smith, Eric Squires and Gail Westbrook

Absent: Sheri Skidmore and Jim Tatman

Also Present: Clay Chesser and David Moss

Ann called meeting to order at 8:35 a.m.

The minutes of the July meeting were approved with one correction. (m/s, Alltop/Phares) Motion approved.

Reports

- Jason Phares
  - External Relations had a presentation on their accomplishments.
  - They toured the Morris Center.
  - On September 27<sup>th</sup> we will be hosting the Business After 5.
- Mary Alltop
  - The Advisory Council would like to tentatively schedule a meeting at GSC on May 1<sup>st</sup>.
- Krystal Smith
  - Reminded everyone of the PIQ training on September 21<sup>st</sup>.
  - Her conference call with HR was cancelled and will be rescheduled.
  - Employees
    - Classified – 96
    - Non-Classified – 44
    - Faculty – 68
    - Vacancies – 3 Classified      3 Faculty
- Ann Reed
  - Professional Development - 3,331.00
  - General Fund - \$235.71
  - Ginny Grottendieck - \$1,764.41

Old Business

- Jason will talk to Debbie Nagy about assistance in dedicating the Bell House.
- Encouraged everyone to look over the Classified Handbook.

- Ann made updates to the Professional Development application. Motion made to approve these changes. (m/s, Miller/Conley) Motion approved.
- Step 15 Schedule - Ann shared some information from Shepherd University and WV School of Osteopathic Medicine concerning their salary schedule. Krystal will see if she can schedule a conference call with Shepherd University to ask them about their Salary Policy.

### New Business

- We were asked to ring the bell at Homecoming on October 26<sup>th</sup> at 11:00 a.m. Ann will check with Jim Tatman about this.
- Professional Development
  - Rick Accord - \$400.00 approved (m/s, Westbrook/Squires)
  - Rachel Adams - \$171.00 approved (m/s, Miller/Alltop)
- Ann will send an e-mail to Classified staff about the availability of the Ginny Grottendieck Scholarship.
- Dave asked if we had a plan in place in case of an emergency. He was told we are working to get a mass communication system in place and we do have a Crisis Manual for the campus.

Motion to adjourn (Squires/Conley)

Adjourned at 9:25 a.m.