

Pierpont Community & Technical College
Classified Staff Meeting Minutes
January 22, 2025

Pierpont Community & Technical College Classified Staff Council met on January 22, 2025 at 1:00pm on TEAMS.

PRESENT – Classified Staff

Mary Jo Rutherford, Chairperson

Memori Dobbs, Juanita Nickerson, Annette Shaw, Christy Reger, Maynard “Chip” Hawkins, Carla Sabatino and Kayla Hawkinberry

PRESENT – Non-Classified Staff

Catherine Gorman and James Kosik

PRESENT – Kathy Hypes, Pierpont Foundation Director

1. MEETING CALLED TO ORDER

Chairperson Mary Jo Rutherford called the meeting to order.

The **Agenda** for today’s Meeting (See attached copy.) and a copy of the **November 13, 2024** and **December 18, 2024 Meeting Minutes** (See attached copies.) were sent to classified and non-classified staff members via TEAMS.

2. WELCOME Kathy Hypes, Pierpont Foundation Director

- Chairperson Mary Jo Rutherford welcomed **Kathy Hypes, Pierpont Foundation Director**, to the Meeting to talk with classified and non-classified staff members on the guidelines for using the **Pierpont Classified Staff Discretionary Fund** and how the **PMOU** was written. At the last month’s combined classified and non-classified staff Meeting, it was discussed staff doing trainings together and working on projects together, one being fund raisers for the Scholarship Fund. Several options were discussed.
- Chairperson Mary Jo Rutherford thanked Kathy Hypes for attending the Meeting and sharing the information with staff. She will let Kathy Hypes know what was decided after classified staff discuss it.

James Kosik was welcomed to the Pierpont Family as a new non-classified employee. James shared with those present at the Meeting his job description as **Safety Director**.

Classified Staff discussed the **Pierpont Classified Staff Discretionary Fund** we have with the Pierpont Foundation and the options given by Kathy Hypes, Pierpont Foundation Director. After some discussion, a Motion was made by Juanita Nickerson for classified and non-classified staff to do trainings together. The Classified Staff Council Scholarship Fund is to remain as it is now with the Pierpont Foundation. Moving forward, Classified Staff and Non-Classified Staff working together on Fund Raisers would split the amount raised 50/50.

Memori Dobbs seconded the Motion. The Motion passed.

Chairperson Mary Jo will contact Dr. Suzan Clemons and let her know Classified Staff Council's decision regarding the Classified Staff Council's Scholarship Fund so she can share it with non-classified staff.

3. OLD BUSINESS

- **Approval/Corrections of November 13, 2024 and December 18, 2024 Meeting Minutes**

Juanita Nickerson made a Motion to accept the November 13, 2024 and December 13, 2024 Meeting Minutes as written. Christy Reger seconded the Motion. The Motion passed.

4. NEW BUSINESS

a. New Classified Staff Employees were welcomed:

***Kayla Hawkinberry – Records Specialist Data Processor**

***Carla Sabatino – Administrative Assistant for the School of Health Sciences.**

Chairperson Mary Jo Rutherford told Kayla and Carla that the Classified Staff Council meets on TEAMS once a month except for the month of July.

b. BOG Report

Juanita Nickerson reported at the last BOG Meeting, the following items were discussed:

- *As announced yesterday at Professional Development Day, our President is moving forward. We have an Interim President until there is a search for a new President.
- *Board members are more open and will help the Interim President.
- *Budget
- *New process to get information to meet HLC requirements.
- *A representative will help us with the HLC visit later in the year.
- *Any concerns ask a board member.
- *Next BOG Meeting will be on FEB 26, 2025.

c. ACCE Report – Mary Jo Rutherford for Chip Hawkins

* January 2025 ACCE Meeting was on the day the Governor gave the day off because of the weather.

*Discussed was the PEIA increases.

*Next ACCE Meeting will be in February.

d. Committee Reports

a. Legislative Affairs - No Report

b. Staff Development – Jama Marshall Roy will set up a combined training for classified and non-classified staff.

c. Website - No Report

d. Special Events - No Report

e. ISSUES and CONCERNS – none discussed

5. NEXT MEETING

The next meeting will be held on February 26, 2025 @ 1:00PM via Teams.

6. MEETING ADJOURNED

Juanita Nickerson made a Motion to adjourn the Meeting. Kayla Hawkinberry seconded the Motion. The Motion passed.

Respectfully submitted,

Mary Jo Rutherford
Acting Secretary for
Jama Marshall Roy, Secretary