

## Classified Staff Meeting Minutes

March 28, 2024 | Teams/President's Conference Room at the ATC | 9:30am

### Attendees:

Chairperson Mary Jo Rutherford, Jama Marshall Roy, Annette Shaw, Memori Dobbs, Leah Ellison, Juanita Nickerson, Jaden Dent, President Milan Hayward, Amanda Hawkinberry

#### 1. Call to Order

Chairperson Mary Jo Rutherford called the meeting to order.

#### 2. Welcome President Milan Hayward

- Employee Recognition Program
  - President Hayward described this as more of a Peer Recognition Program.
  - Cards are being made for employees to give to peers who exemplify the values of Pierpont.
  - The holdback is Pierpont does not have any published values.
  - Determining the values is part of Strategic Planning
- Strategic Planning
  - Along with values, determining an Internal Rally Cry is part of Strategic Planning
  - Groups have come up with and are voting on Rally Cries:
    - Ride with Pride
    - Full Monty
    - 6x25
    - Enrolling, rollin', rollin'
    - Enroll, Engage, Employ
    - Monty up! Enroll, Engage, Employ [E3]
      - Classified Staff Pick
    - EveryONE Counts
  - President Hayward would like to continue the discussion about values at our next meeting.

#### 3. Old Business

- Motion to approve February Meeting Minutes
  - Juanita made a motion to approve January's minutes. Annette seconded the motion. The motion was carried.
- Standing Committees
  - Congratulations and Thanks for the Classified Staff Standing Committees
    - Legislative Affairs – Juanita Nickerson and Chip Hawkins
    - Election – Memori Dobbs and Jaden Dent

- Staff Development – Leah Ellison and Jama Marshall Roy
- Website – Mary Jo Rutherford
- Special Events – Mary Jo Rutherford and Juanita Nickerson

#### 4. New Business

- BOG Report – Juanita Nickerson
  - Strategic Planning has been the main focus
  - Possibility of work starting on the 3<sup>rd</sup> floor at the ATC
  - Next meeting is April 16<sup>th</sup>
- ACCE Report – Chip Hawkins: Absent
- Staff Development: Trainings Available – Jama Marshall Roy
  - Suicide Prevention (required by WV State law – Jamie’s Law)
    - Question, Persuade, Refer (QPR) Suicide Prevention Training
    - Both Dr. Suzan Clemens and Jama can provide this training
  - Faculty/Staff Crisis Response Protocol for Distressed Students
  - De-escalating an upset person
  - Safety Presentation
    - Dr. Clemens was supposed to present this for Spring 2024 Learning Communities Week
  - Stress Management
  - Juanita asked about the possibility of Dr. Clemens presenting these during Classified Staff meetings.
    - Depending on Dr. Clemens’s schedule, that could be arranged.
- Scholarship Fund Application – 2024-2025
  - Mary Jo asked if we would like to keep the scholarship amounts the same as last year:
    - 2 \$500 Full-Time scholarships
    - 2 \$250 Part-Time scholarships
  - Juanita motioned to keep the amounts the same. Jaden seconded the motion. The motion was carried.
  - The deadline for the application is June 28, 2024.
- 2023-2024 Classified Employee of the Year – Juanita Nickerson
  - Matt Turner put the form in the E-News.
  - It is highly encouraged to fill out the form to support a peer.
  - The deadline to submit the form is April 5, 2024.
  - Mary Jo heard from Skye Feather that an awards ceremony will be held on May 2, 2024, and a plaque will be provided.

5. Upcoming Meeting

The next meeting will be April 23rd @1:00pm via Teams and in the President's Conference Room.

Jaden made a motion to adjourn the meeting. Juanita seconded the motion. The motion was carried.

The meeting was adjourned.

Happy Easter! 

Respectfully submitted,



Jama Marshall Roy

Secretary