

Classified Staff

Council Minutes

Date: February 10, 2026

Location: AD 200 and zoom <https://wvu.zoom.us/j/93373745173>

In attendance: Karen McRobie, Bonnie Lawson, Ginger Cottrell, Joshua Boyce, Anna Kephart

Regrets: Chad Barker

Minutes: December 9, 2025 were reviewed and accepted.

1st Motion: Ginger Cottrell

2nd Motion: Joshua Boyce

All approved.

Old Business:

- Review of Qualtrics survey of the participants and discussion:
 - 67% of participants agreed they are familiar with what the Classified Staff council represents; 33% did not
 - Discussed the awareness of the CSC and how to increase participation
 - 100% of participants agreed they are interested in Educational Enrichment
 - Discussed the need to share information about education courses. Will email Nick Gardner of the library for information classified staff have access to. Does PSC have the same access to resources as Morgantown, i.e. Oreilly subscription.
 - 100% of participants answered maybe to participate in fund raising
 - Discussed the need for clarity of what the fundraising will be used for and what types of fundraising projects are feasible. Fundraising would be for Classified Staff Council activities, i.e. parties, Brookdale event, and overall, College community family day.

- 67% of participants agreed in zoom is a better option to participate in meetings; 33% chose in person
 - Zoom events were created and sent to Classified Staff Council for participation in meetings. Discussed recording zoom to be assessable to staff who work different shifts or do not have a computer easily available in their job.
- 33% of participants agreed they are aware of Classified Staff Council scholarship; 67% are not aware of scholarship
 - Share with the Classified Staff list the link to the scholarship page on the website.
<https://www.potomacstatecollege.edu/communities/classified-staffcouncil>
- Potomac State College Classified Staff Council web page. Council minutes have not been updated since Aug 2022.
 - After the monthly meetings minutes are approved. The CSC secretary will send a pdf copy to Daina Savage, Director Strategic Communications and Marketing, daina.savage@mail.wvu.edu will post on the website. ○ Minutes are now current from Feb, Sept and Oct minutes 2025.
- Ideas for fundraising: Currently CSC has no funding available except to request through discretionary funds from the President.
 - Marianna hoagies ○ 50/50 tickets at an event
 - Raffles
 - Bake sales

New Business:

- Discussion for ideas to lift morale of PSC CSC as well as the entire campus.
 - Joshua shared this is a subject being addressed. The Division of Talent and Culture is forming a group: Culture Action Teams focus on improving culture, engagement and overall employee experience.
 - Morale builder to have an campus-wide family day with activities. ○ Ideas: petting zoo, cornhole competition, Bouncy house, Dunk tank? ○ Ice cream eating contest, snow cones
 - Timing 1st Saturday in *June 3 with Backup date 2nd Saturday, June 13 for weather or unforeseen event *Date correction: June 6*

- Discussed creating subcommittee to plan activities for team building.

- Meeting Schedule 2026 (First Tuesday of every other month 10 AM) AD200 has been reserved and confirmed for dates below. Zoom links will be provided and meetings recorded.
 - Time 10 AM.
 - April 7
 - June 2
 - Aug 4
 - Oct 6
 - Dec 1

ACCE Report: Ginger attended virtual meeting. No new updates. You may review minutes on the website: <https://wvacce.org/council-members/>

Motion was made to adjourn the meeting at 11:21 AM by:

1st: Bonnie Lawson

2nd: Ginger Cottrell

The next bimonthly meeting will be held April 7, 2026 at 10 a.m. in AD 200 via zoom or in person.

Minutes respectfully submitted, Anna Kephart