



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – April 10, 2014

Present: Bev Burke (BOG), Becky Bugaj (3), Mary Ann Edwards (4), Stacie Groch (5), Bruce Jochum (6/7), Bo McConnaughy (5), Cindy McGee (1), Ken Murray (6/7), Jill Nixon (ACCE), Alan Ramsey (5), Michelle Stack (1), Dawn Swiger (4)

Absent: Travis Hinkle (3)

Guest: President Capehart

The meeting was called to order in the Elbin Library conference room at 1:35 p.m. by Chair Bo McConnaughy.

Bo asked if there were any questions or revisions to the minutes. There being none, a motion was made by Bruce Jochum and seconded by Dawn Swiger to accept the minutes from the March 13, 2014 meeting; motion passed unanimously.

President Capehart stated that the budget planning process and Strategic Plan were discussed at yesterday's Vision Conference held in the Boyle Conference Center. Jill Nixon was in attendance and he asked for her input. Jill thought the conference was well run with worthwhile group discussions and outside stakeholders attending. The question is what's next, because the process isn't worth anything if there's no follow-up.

President Capehart stated that there is a process in place. The previous Strategic Plan was not organized in a way to show achievements. We will establish priorities that dovetail into the budget and planning process. We will start at the department and program levels with the new process in the hope that the more participation there will bring more ideas. The University Planning Council will make sure the Strategic Plan and budget planning process priorities align. There has been participation in the planning sessions with the departments with everyone thinking about the future of the University. Bo stated that the outside stakeholders had some great, constructive ideas.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

Governor Tomblin has stated that all employees are to receive an increase of \$504 effective July 1, 2014. Although he has allotted money to WLU for this purpose, it's not enough to include all employees and the University would have to come up with the remaining funds.

There is a new proposal for a new market compensation survey for SB 330. A discussion followed with regard to employees with 15+ years of service and incentives for long-term employees.

BOARD OF GOVERNORS:

None. The next meeting of the Board of Governors will be held April 16, 2014.

OLD BUSINESS:

Bo stated that the Committee has finished the revision of the policies and given them to Jim Stultz to look over and, if need be, present them to the Board of Governors for 30-day comment. There were no major changes to the policies.

The orientation project is still in the works. Depending on the number of new hires over a period of time, one meeting will be held and a person from each area of campus will talk with the new hires about what

they offer. Some groups may present videos for their area. We hope to have this project completed by the end of the semester.

The State has said there will be a new, shorter version of the PIQ process so we are waiting on the new version to hold PIQ training. Training may not take place until the fall.

It is currently in policy for classified staff to use vacation time for snow days if they are not willing to travel the roads. It is the feeling of classified staff that they should be treated the same as faculty and students in this case. Some staff would still need to report since the University cannot completely shut down, but they would be compensated. A discussion followed with regard to snow days.

There was a brief discussion with regard to parking lost to Campbell Hall. We are waiting to hear what is to be done with the lot by the baseball field.

NEW BUSINESS:

Some employees are under the impression that all employees are required to take the driving test, even though they do not travel for the University; employees who do not travel for the University assumed they did not have to take the test. Bo will check on clarification of this matter.

The idea of purchasing an item for each employee as a giveaway at the picnic instead of door prizes was brought up and a discussion followed on funding. The picnic will be held on June 20th with the location yet to be determined.

A motion to adjourn was made by Becky Bugaj and seconded by Dawn Swiger. The meeting adjourned at 2:09 p.m.

The next regular scheduled meeting of Classified Staff Council has been rescheduled to May 2, 2014 at 11:00 a.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by
Mary Ann Edwards, Secretary