



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – April 18, 2013

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

Absent: Brad Forshey (3), Travis Hinkle (3), Jared Thompson (3)

The meeting was called to order in the Elbin Library conference room at 1:32 p.m. by Chair Bo McConnaughy. Bo asked if there were any questions or revisions to the minutes of the meeting held March 14, 2013. There being none, a motion was made by Michelle Stack and seconded by Dawn Swiger to accept the minutes; motion passed unanimously.

Jim Stultz discussed items contained in SB 330. Institutions are required to have the percentage of non-classified employees at 25% or less by July 1, 2013; by 2015 at 20% and coaches are not included. As of April 3, 2013 there are 36 non-classified and 123 classified employees, putting WLU at 3.75% under the non-classified level. Under SB 444, which allows WVU and Marshall to increase the amounts they have invested in their foundations under certain conditions, a revision was made to SB 330. Deans were previously moved to faculty status but we may now be required to move them back. If this would occur it would put WLU over their percentage.

The impact of the budget cut was discussed at the BOG meeting last night. Bev Burke stated that the budget was passed as is with no reductions in fees because of the \$800,000 in cuts by the State. There were no additional fees with a 5% increase in tuition in-state and no increase for out-of-state or the metro fee. One page of the budget information talked about positions and raised the question of where \$400,000 plus was coming from in personnel reductions. When asked about the “efficiency moves” it was not clearly explained. Jim Stultz stated that Bev Burke and Carrie White both expressed concern with regard to the reductions and asked very appropriate non-adversarial questions but didn’t get a specific answer. He also stated he doesn’t foresee a layoff plan and that the 5% tuition increase will keep WLU as one of the more affordable state institutions. It was also stated at the BOG meeting that Reid Amos was offered the position as Commissioner of the Mountain East Conference and that his position at WLU would not be filled.

PIQ training had been scheduled but was cancelled and will be done in May after spring commencement.

BOARD OF GOVERNORS:

Bev Burke stated that various program reviews were approved. The majority of the meeting was Jack Wright explaining the budget and the previously mentioned efficiency moves. The question was asked as to how the previous layoffs were handled. Bev stated that she wasn’t on the Board when the layoffs happened previously.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

- ModernThink consultant Eileen Edmunds gave a lengthy presentation on information they have collected and findings.
- Vice Chancellor for Human Resources Mark Toor gave an update on the Fox Lawson report.
 - Comparing titles with job descriptions against what has been reported to Fox Lawson (a committee of CHRO’s). If there are two distinct job titles with the same duties the jobs will be combined. The question was asked as to how much involvement is there from the ACCE/ACF. As a certified compensation professional, Amy Pitzer has been involved in the process from start to finish.
 - Once benchmarks have been selected the committee will tell Fox Lawson what ones to look at, submit, and compare to the market for compensation issues.

- CUPA surveys: CHRO's submit a spread sheet with titles on the sheet. Job descriptions are matched with CUPA codes to compare job descriptions, not titles. There is a six-digit codes and summary associated with each title. They are still waiting on five responses.
- SB 330 – The job class/compensation committee will meet tomorrow by conference call. The committee and council will meet to approve its formation, which wasn't done previously.
- The “common ground committee” will meet to tweak and clarify SB 330 issues, although it may be too late in the session to get anything changed.
- The Leadership Conference will be held June 5-7, 2013 at Lakeview in Morgantown, and the Annual Retreat will be held at Pipestem July 15-17, 2013.
- The next meeting will be held at the Marshall University Graduate Center in Charleston, WV on April 12, 2013.

OLD BUSINESS:

A brief discussion was held with regard to the Staff Development Committee and what was left in the budget for the Committee. A discussion followed on spending and budget cuts.

Bo has not received the policy reviews from groups. If you have them done, please highlight the area of change on the existing policy and include the change itself. The Progressive Discipline, Emergency Family Leave, Nepotism, and several other policies will be updated.

NEW BUSINESS:

Stephanie North will distribute information for the employee of the year in May or early June.

The classified staff picnic, pending approval, will be held June 28, 2013.

Classified Staff Council elections are coming up. The BOG and ACCE representatives are up for reelection. Please contact Bo with any nominations. Before nominating an employee be sure that they are willing to serve as the representative.

Classified staff will meet with the Evaluation Committee for the president's evaluation on Wednesday, April 24, 2013 at 10:00 a.m. in College Hall. All staff are should make every effort to attend. A discussion followed on the evaluation process.

The meeting adjourned at 2:25 p.m.

The next regular scheduled meeting of Classified Staff Council is May 9, 2013 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by
Mary Ann Edwards, Classified Staff Council Secretary