



**COUNCIL of CLASSIFIED EMPLOYEES**  
**West Liberty State College**

*West Liberty, West Virginia 26074*

REGULAR MEETING – April 3, 2008

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Bev Burke (BOG), Eleanor Coen (4), Mary Ann Edwards (ACCE), Keith Kaczor (6/7), Cindy McGee (1), Ashlea Minch (3), Nancy Quigley (1), Alan Ramsey (5) and Mikie Turner (5).

Absent: Roger Bertelli (6/7) and Paula Tomasik (3).

The meeting was called to order at 1:35 p.m. by Chairperson Bo McConnaughy. Bo introduced guest Jeff Knierim, Chief Development Officer. Jeff extended a “Welcome” from the Foundation and said that he is glad to be at West Liberty State College during these exciting times. Jeff stated that Jason Koegler, Development Officer, joined the Office of Development on November 1, 2007, and that Linda McKee is the Project Coordinator. Ron Witt has also been asked to assist the Office of Development, as needed. Jeff related that on April 9, an 8-person committee would meet and brainstorm ideas that will be used to increase Foundation donations. One area that will be stressed at that brainstorming meeting is payroll deductions, so employees at WLSC can make donations over the course of the year, as opposed to giving one large gift. Jeff hopes to have the committee’s recommendations in mid-May and wrap up the suggestions in June. That way the new payroll deductions can begin with the new fiscal year on July 1. Bo thanked Jeff for the information.

After Mr. Knierim left, a motion to accept the minutes from the February 14, 2008 meeting was made and approved unanimously.

**BOARD OF GOVERNORS:** Bev reported that there was a special BOG meeting on March 21 and her report was e-mailed to classified staff members on March 24. However, she wanted to go over some of the major points of the report:

- Historic meeting due to name change from College to University
- Meetings will now be under “Consent Agenda”
- Budget passed, including increment increase to \$60
- Turf for football stadium
- Honors housing at apartment complex on route 88
- Highlands project approved

For a full report, please refer to your e-mail from Bev dated March 24.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** Mary Ann Edwards reported on the March 7, 2008 ACCE meeting at Marshall University Graduate College, South Charleston, WV. Here is her report:

- The majority of this meeting dealt with various bills before the legislature and their status. I’ve included the ones ACCE has been watching and where they stand.
  - HB 2354 – Dealt with capping premium increases for PEIA – this bill did not pass.
  - HB 4623 – Increase employer contribution to retirement – this would allow BOG’s to approve an increase in employer matching to employees retirement. This bill passed and was sent on to the Governor.

- SB 476 – State employee sick leave – this would permit state employees to cash-in accumulated sick leave. This bill passed and was sent on to the Governor. The bill states that “the employee shall be paid at a rate equal to one quarter of their usual rate of daily pay during the calendar year.”
- SB 564 – Tuition and fee waivers – this would permit tuition and fee waivers for staff, spouses, and dependents and those waivers would not count against the five percent cap. This bill was passed and sent on to the Governor.
- SB 780 – Modifying West Virginia public employees’ grievance procedure – this would clarify the grievance procedure. This bill was passed and sent on to the Governor.
- The meeting adjourned and most members then went to the Capital to try and meet with legislators and push for some of the ACCE issues.
- The next meeting will be April 11, 2008 at WVU Tech CTC, Montgomery, WV.

**NEW BUSINESS:** A discussion of the PIQ recommendations, received electronically March 24, took place. Each recommendation was discussed by the members. *Each classified staff employee* is encouraged to respond to the PIQ recommendations e-mail since this will affect all classified staff. The deadline for responding to the questionnaire is April 18. If assistance is needed in responding electronically, or if there are any questions, please contact your classified staff council representative.

The Master Plan Task Force will meet April 17 with the purpose of creating a “wish list” for the physical composition of the College. Bev Burke and Ashlea Minch have been asked to be a part of that committee. By April 30, recommendations from that meeting will be presented to President Capehart, who will then present the final recommendations to the President’s Council.

Bev stated that a committee has been formed to help in the selection of a cleaning service. Winan’s contract expires this year, and bids will be taken for the cleaning service.

**OLD BUSINESS:** The fundraiser for Classified Staff Employee Scholarship was discussed. Keith Kaczor contacted Sam’s Club and Sam’s Club will be donating \$1,000, which will be used to purchase items for the fundraiser raffle. Classified Staff Council would like to thank Sam’s Club for their donation and Keith for contacting Sam’s Club. Several items were discussed for the fundraiser and Keith is going to check on the prices of the main prize. It was suggested that each classified staff employee be given a set number of raffle tickets to sell, so everyone can be involved in the fundraiser. It is hoped that the fundraiser can be completed by the time of the Classified Staff picnic, so the winners of the raffle can be announced at that time.

A motion to adjourn was made and seconded, approved by all. Meeting adjourned at 2:50 p.m.

The next meeting of Classified Staff Council is scheduled for May 8, 2008 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Eleanor Coen, Classified Staff Council Secretary