



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – April 9, 2015

Present: Becky Bugaj (3), Bev Burke (BOG), Katie Cooper (4), Travis Hinkle (3), Bruce Jochum (6/7), Bo McConnaughy (5), Cindy McGee (1), Alan Ramsey (5), Dawn Swiger (4)

Absent: Mary Ann Edwards (5), Ken Murray (6/7), Michelle Stack (1), Bob Wise (ACCE)

Guest: Jill Nixon

The meeting was called to order in the Board Room conference room at 1:30 p.m. by Chair Bo McConnaughy. Bo asked if there were any questions or revisions to the minutes.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

The next ACCE meeting will be held April 14, 2015 at Bluefield. Bob Wise was not in attendance so no report.

BOARD OF GOVERNORS:

Bev stated the next regular scheduled Board of Governors meeting will be held April 15, 2015. The Budget will be approved at that time.

OLD BUSINESS:

Katie stated that the scholarship is not listed on the Classified Staff webpage. Bo asked for suggestion for fundraising ideas. Becky stated that on April 30th is their kickoff for employee giving. She mentioned that we should ask Linda to add the Scholarship to the card people fill out to give for the year. Bo states that there will be 10 parking passes given away to those Employees that give to the scholarship fund a minimum of \$24/year. Travis will work on a flyer that we can email to staff about giving.

NEW BUSINESS:

Jill Nixon is concerned with supervisors closing offices on non-scheduled institutional holidays. The concern is employees are not using vacation time for the time off. Bo mentioned there will be training on the policies and procedures for supervisors to ensure all are following correctly.

Bev mentioned we need to have an election this month for the BOG representative as well as a new Chair for the Classified Staff Council. Bev explained a little about the BOG representative having to attend six meetings a year and commencements. It is important that the person be willing to speak-up at meetings and be aware of happenings on campus. The new position will start in August for the BOG rep at the first meeting.

Nominations need to be made to Bo. Please speak with people in your department about interest. The BOG representative will also be on Classified Staff Council and will attending regular monthly meetings.

The Classified Staff picnic was decided to be held on June 19th at noon at the West Center.

The Excellence Award needs to go out for nominations. Bo will talk with that committee.

The next meeting will be held Thursday, May 14, 2015 at 1:30 p.m. in the Shaw Hall board room on the second floor. Meetings are open to all classified staff.

A motion to adjourn was made by Travis Hinkle and seconded by Bev Burke. The meeting adjourned at 2:25 p.m.

Minutes respectfully submitted by
Katie Cooper