



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

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*West Liberty, West Virginia 26074*

REGULAR MEETING – August 13, 2008

Present: Bo McConaughy, Council Chairperson (5), Roger Bertelli (6/7), Eleanor Coen (4), Keith Kaczor (6/7), Cindy McGee (1), Nancy Quigley (1), Alan Ramsey (5), Mikie Turner (5) and Rhonda Tysk (3).

Absent: Stacie Bado (4), Bev Burke (BOG), Mary Ann Edwards (ACCE), and Ashlea Minch (3).

The meeting was called to order at 1:30 p.m. by Chairperson Bo McConaughy. The minutes of the July 10, 2008 meeting were revised. It had been stated that Keith Kaczor attended a seminar in California as part of his church group, which was incorrect. He attended a workshop on Relational Wellness while attending the Smart Marriage Conference in California.

**BOARD OF GOVERNORS:** Beverly was not on campus. The next BOG meeting is scheduled for August 27, 2008.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** Mary Ann was in Charleston for an ACCE meeting. Attached are her minutes from the July ACCE meeting.

**NEW BUSINESS:** There was a discussion on the Classified Staff Scholarship and who should be eligible for it. It was discussed that the scholarship should be available to classified staff, their children and spouse. It was also discussed whether or not children of retired classified staff could be eligible, as well as grandchildren. One thousand dollars per year per qualified person is the proposed amount of each scholarship, with \$5000 total being awarded yearly. A new application form, along with the requirements, will be composed and given to classified staff to review and approve. There will be more discussion on this at the next meeting. A total of \$4,000 is currently in the classified staff scholarship fund.

**OLD BUSINESS:** Mikie Turner reported there was a total of \$2412 from the raffle ticket sales. Winners from the raffle tickets fundraiser were: Lisa Marple, TV; Bob Wise, Wii; Eleanor Coen, \$150 gas card. From the \$150 left over from the original donation, it was determined that three names would be drawn and they would receive paid WLSC parking tags. Those winners were Andrew Lewis, Rosie Miller and Patty Byrd. Congratulations to all the winners and thanks to all who made this fundraiser such a success.

A motion to adjourn was made and seconded, approved by all. Meeting adjourned at 2:30 p.m.

The next meeting of Classified Staff Council is scheduled for September 11, 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

ACCE – July 2008 Retreat – Blackwater Falls:

- Dennis Taylor, Vice Chancellor opened the meeting with an update on the Personnel Study. A major part of the study is the electronic PIQ form. This form, although as detailed as the former PIQ form, will not be as complicated and will offer drop-down information to assist in completing the form. It has been suggested that classified and non-classified employees complete a PIQ. They are also ready to award the market study contract. Once the award has been made the study should be complete in two months. July 1, 2009 is the implementation date of the completed Personnel Study.
- The proposed sick leave buy back rule (HB 216) previously distributed was pulled and the revised approved version was distributed. NOTE: The updated rule was distributed via e-mail to the WLSC campus on July 24, 2008 and has been added to the Classified Staff web page under Web Links.
- A presentation was made by Sharon Steorts with Legislative Services on the legislative process; the many steps taking a bill from beginning to end. A copy of the West Virginia Legislature Bill Drafting Manual was also distributed to members.
- Margaret Buttrick gave an update on the grievance procedure. A link to the WV Education and State Employees Grievance Board (WVGB) can be found on the Classified Staff web page under Web Links.
- New officers for ACCE were elected. The new officers are:
  - Amy Pitzer, Chair (Concord)
  - Mike Dunn, Vice Chair (Marshall)
  - Bob Long, Secretary (HEPC)
- A demonstration was given by Steve Leach and Elizabeth McCutcheon of Fairmont State University on the People Admin Software. This is the software Fairmont uses to process on-line evaluations. West Virginia State University and Shepherd University have also purchased this system but are not yet up and running.
- The next meeting will be August 13, 2008 at the Marshall University Graduate Center.