



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – August 15, 2011

Present: Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Stacie Groch (4), Terry Marsh (6/7), Bo McConnaughy (5), Alan Ramsey (5), Dawn Swiger (4)

Absent: Brad Forshey (3), Cindy McGee (1), Michelle Pissos (3), Randy Ratcliffe (6/7)

Guests: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:40 p.m. by Chair Bo McConnaughy.

Bo asked if there were any questions or revisions to the minutes. There being none, a motion to accept the minutes from the July 6, 2011 meeting of Classified Staff Council; motioned passed unanimously.

Jim Stultz stated that he had met with Dr. Shenita Brokenburr, Vice Chancellor for Human Resources at the HEPC, along with ACCE representative Mary Ann Edwards, BOG representative Beverly Burke, and members of senior management for WLU to discuss the implementation and impact of SB 330. There was a good dialogue and WLU and the members of classified staff will play an active partner for the direction of some of the changes in the senate bill. These changes should bring about a more appropriate approach to all constituent groups on campus.

Mr. Stultz stated that he currently reports to the Executive Vice President/CFO. Dr. Brokenburr supports the change of report for the Vice President of Human Resources to fall under the President of the University. This change should take place at the next WLU Board of Governors meeting.

It was also stated that an audit of the Human Resources offices in the State are to be completed by October 1, 2011. Most likely this will not be completed until early 2012; there will be more information on the audit at a later date. Some of the changes slated to take place in HR are a total revision to job descriptions, some consolidated pay ranges, market study of pay ranges and the PIQ process changed. PIQ's are currently backlogged and need work. Mr. Stultz is hopeful there will be training and authorization to do the PIQ's internally. There was training scheduled for today but was cancelled.

Mr. Stultz shared an email from Dr. Brokenburr with regard to the handling of issues and concerns throughout the State. HR representatives will be meeting with her in the next few weeks and want to look at a more effective process for handling issues on campus. Dr. Brokenburr's mission seems to be to evaluate the HR offices, assist in resolving their issues, and have these offices establish a trust with employees; not be looked at as an office which only processes paperwork.

As Mr. Stultz indirect boss, she will be evaluating him as part of SB 330 and he would like to change the perception of the HR office. Jim stated he recently met with the entire Institutional Advancement division, and he would like to have on-going meetings with all departments. Bo stated meetings could be arranged for the entire staff, but it was suggested that the smaller meetings could be more productive. Mr. Stultz is also working on a reorganization of the office to better deal with benefits and the recruitment process.

BOARD OF GOVERNORS:

None - the next Board of Governors meeting will be held August 17, 2011 in the Alumni Wall of Honor Conference Room.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

None. The next meeting will be held at West Virginia Northern Community College on August 29, 2011.

OLD BUSINESS:

Bev Burke stated that it is in State Code that the Classified Staff Council is to meet with the Board of Governors once a year. All of Classified Staff Council needs to attend the meeting so the Board sees us as a group. For the majority of our students, their first contact is with a classified staff. We need to let them know what we do, what our goals are for the year, and what we can do to help achieve the goals of SB 330. Jim Stultz stated that he feels the legislature is truly committed to the implementation of SB 330. Bo McConnaughy stated that by the next meeting, which will be held September 8, 2011, the Council should be prepared to put together goals, things we are doing or have done as Classified Staff and our function. Please try to bring this information on the 8th.

As noted in the July minutes, there was a time when new employees were shown around campus and introduced as much as possible to fellow employees. We have gotten away from this practice and don't know many of the new employees. It would be great to try and get back to this practice so new employees know where offices are located, where events are held, and everyone knows or at least have an idea who is a new employee.

NEW BUSINESS:

The question was asked as to whether Staff Development monies can be used for a student to buy books when the parent is an employee. Staff Development is not to be used for this purpose.

A motion to adjourn was made by Bev Burke and seconded by Terry Marsh; motion passed unanimously. Meeting adjourned at 2:28 p.m.

The next meeting of Classified Staff Council is scheduled for September 8, 2011 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