



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – August 5, 2014

Present: Becky Bugaj (3), Bev Burke (BOG), Mary Ann Edwards (4), Travis Hinkle (3), Bo McConaughy (5), Alan Ramsey (5), Dawn Swiger (4)

Absent: Stacie Groch (5), Bruce Jochum (6/7), Cindy McGee (1), Ken Murray (6/7), Michelle Stack (1)

The meeting was called to order in the Elbin Library conference room at 1:35 p.m. by Chair Bo McConaughy.

Bo asked if there were any questions or revisions to the minutes. There being none a motion was made to accept the minutes of the June 12, 2014 meeting; motion passed unanimously.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):**

Jill Nixon resigned as the ACCE representative as of July 21, 2014. We are opening up nominations for anyone wanting to be the ACCE representative. If you are interested please contact Bo McConaughy at Ext. 8235.

There is no ACCE report and the next meeting will be held August 27, 2014 at Mountwest Community & Technical College in Huntington, WV.

**BOARD OF GOVERNORS:**

Bev Burke stated that the next Board of Governors meeting will be held August 13, 2014.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Bo distributed copies of the Classified Staff Scholarship for Dependents Policies and Procedures, Constitution and Bylaws, and the Staff Development Committee Bylaws.

Bo stated that we are going to take a more aggressive approach to Classified Staff Council. We are not getting the kind of cooperation from Council members we should and are going to enforce by the Bylaws, specifically under Article VI-C:

“Any representative to the Council of Classified Employees must select a substitute from within his/her constituency to attend any meeting he/she cannot attend. Representatives to the ACCE and to the WLU Board of Governors may select substitutes from among the classified staff in general.”

And Article VI-E:

“Any representative of Council of Classified Employees, who fails to attend or send a substitute to three (3) consecutive meetings, without notifying an office of the Council, shall be removed from the Council.”

If members are not interested in serving on the Council they should resign. We need regular attendance from representatives so we aren't worrying whether there is a quorum.

Representatives should meet with their groups once a year or semester. A message could be drafted by representatives to their groups to set up a meeting. A discussion followed with regard to morale on campus

and trying to get representatives for groups. The Council is a recommending body, but we need to hear from employees if there's a problem. There is an employee concern card on the Classified Staff Council home page that can be printed and sent via campus mail to any member. We are interested in all complaints and concerns, regardless of how trivial you feel it may be. Employees should know that any classified employee can attend a meeting.

Bo talked with Chris Carder about scholarships for dependents of classified employees. The money we have raised for the Classified Staff Scholarship Fund cannot go below \$10,000 since it's a restricted fund. We need to rewrite these policies and procedures since much of what's in the current policy no longer applies. Council is to look over the policies and procedures and the Staff Development Committee Bylaws and have suggested changes for the next meeting.

A suggestion was made that the information for the Classified Staff Excellence Award be sent out sooner in order to generate more participation.

Parking hang tags are not in yet. A brief discussion followed.

The next meeting will be held Thursday, September 4, 2014 at 1:30 p.m. in the Elbin Library conference room. Meetings are open to all classified staff.

A motion to adjourn was made by Travis Hinkle and seconded by Alan Ramsey. The meeting adjourned at 2:15 p.m.

Minutes respectfully submitted by  
Mary Ann Edwards, Secretary