



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – August 8, 2012

Present: Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Stacie Groch (4), Bruce Jochum (6/7), Bo McConnaughy (5), Michelle Pissos (3), Alan Ramsey (5), Dawn Swiger (4)

Absent: Cindy McGee (1)

The meeting was called to order in the Elbin Library conference room at 1:32 p.m. by Chairperson Bo McConnaughy.

Bo asked if there were any questions or revisions to the April 17 and May 3, 2012 minutes. There being none the minutes were passed unanimously. Minutes for the June and July meetings were not taken and no meeting was held in August.

BOARD OF GOVERNORS:

None. The next Board of Governors meeting will be held August 15, 2012 in the R. Emmett Boyle Conference Center.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

None. The next meeting is to be held at the Marshall University Graduate Center on August 15, 2012.

OLD BUSINESS:

None.

NEW BUSINESS:

An updated list of the Classified Staff groups was received from Human Resources. With recent resignations and movement within the groups we are in need of Council representatives. If you know anyone interested in being a representative please contact Bo McConnaughy.

Bo recently met with Jim Stultz, Vice President of Human Resources, to review various policies and procedures. A follow-up meeting will be held in the near future.

A discussion was held with regard to the performance evaluation process. This procedure is to be done yearly; is there a progression/timeline for this process? At one time supervisors were trained on how the process was to be done; are they still trained? Is there a penalty if the evaluations are not completed? If there are no repercussions for not completing the evaluations, why have a process?

Board of Governors Policy 11: Consolidated Employment/Hiring Procedure, deals with jobs on campus. Whether a job is classified or non-classified it is to be posted on campus first or simultaneous with the off-campus posting. Section III.B.6 of Policy 11 states:

“Qualified applicants will be forwarded to the identified selection committee members and further screened by the search committee to determine interviewees. The search committee shall consist of the department/unit head from the area in which the vacancy exists, the sponsoring vice president and at least one other individual with direct knowledge of the position. Notification of Non-Classified position openings will be made to Classified Staff Council and applications from qualified, existing Classified staff employees will be accepted and processed as all other applicants for the position.”

This policy has not been followed. Classified staff should have first opportunity for these positions. Bo will ask for clarification on the percentage of classified to non-classified as defined in SB330 and

what the penalty for non-compliance. What steps will be taken in the future to bring WLU into compliance on these percentages?

Bo will look into Policy 14: Parking and Traffic, specifically Section 1.5 which states:

“The responsibility for finding a legal parking space rests with the vehicle’s operator. A permit merely authorizes the individual to park on campus; it does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of these regulations.”

There are not enough parking spaces on campus. A discussion followed with regard to suggestions to be made to Human Resources dealing with parking.

The Staff Development Committee currently has four members. A fifth member is needed for the committee in the case of a tie-breaker.

Bo McConnaughy is now the Classified Staff Liaison through Human Resources. His office is located in the College Union on the second floor in the former Credit Union office. His extension is #8235 and his email is mcconnbo@westliberty.edu.

The meeting adjourned at 2:09 p.m.

The next regular scheduled meeting of Classified Staff Council is September 13, 2012 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