



**COUNCIL of CLASSIFIED EMPLOYEES**  
**West Liberty University**

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**West Liberty, West Virginia 26074**

**REGULAR MEETING – January 14, 2016**

Present: Katie Cooper (Chair), Bruce Jochum (6/7), Michelle Panepucci (4), Travis Hinkle (3), Sue Garrison (5), Stephanie North (3), Michelle Stack (1), Ken Murray (6/7), Dawn Swiger (4) Bob Wise (ACCE), Rhonda Tysk (BOG) Guests: Dr. Stephen Greiner, Diana Harto, and Rich Blankenship Absent: Alan Ramsey (5)

The meeting was called to order in the Shaw Hall board room at 1:34 p.m. by Chair Katie Cooper.

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

Bob Wise gave a report on ACCE. He was unable to attend the last few meetings due to conflicting time schedules with his work on the CRM project. However, he hopes to attend after March. In addition he reported that ACCE was meeting today and on the agenda was a complete overhaul of their web page. He will continue to keep us updated on the 2016 legislative Session and the ongoing market study and salary report.

**BOARD OF GOVERNORS:**

Rhonda Tysk indicated that there was no report at this time. The next BOG meeting is scheduled for February 10 at 4pm.

**UPDATE FROM THE PRESIDENT:**

Dr. Stephen Greiner joined staff council for the meeting today. He asked for introductions of those in attendance. He stated that he likes to promote a positive environment, “smile through adversity” attitude and appreciates team work. There will be good and bad days ahead but working together we will accomplish goals. He also invites everyone to make an appointment with him just to chat. He plans to meet with groups in the future. He wants to remain open, you can ask anything, he will always tell the truth and will not discuss with others. Travis asked what Dr. Greiner expects of council. He would like to see everyone working together for a shared vision.

**UPDATE FROM HUMAN RESOURCES:**

Diana Harto updated the council. She stated that she is 80% of her way through getting to know classified staff. The policy review committee is in the process of meeting to divide and review current policies by April. Some policies are unclear and vague so bring it to their attention if you have questions or concerns. They are working on putting a Freedom of Information Act (FOIA) in place for when requests are submitted to the university. In addition, she wanted to remind all employees to uphold our workplace as a professional environment. Supervisors should promote professionalism in their areas and encourage all to refrain from offending one another (offensive jokes, behavior, names, and types of harassment)

**OLD BUSINESS:**

*Council Alternates:* Katie had asked that all classified staff representatives select alternates that can report to the meetings if they were unable to attend. Please select your alternate and let Katie know by next meeting. Bruce Jochum and Ken Murray selected Rich Blankenship as their alternate.

*BOG Meet and Greet with Staff:* Rhonda will reach out to the BOG by email prior to their next meeting to get an idea of how we can set up a meet and greet with the board and staff.

*Cookies with Co-Workers:* Held in December, was a nice turn out where people enjoyed coming out to have time during work hours. It was a last minute idea and happened to attract new attendees at the function. Keep ideas coming for additional social events that we can plan for staff in the future.

*Basketball Tailgate:* Will be held on 1/28/16 from 4pm-5:30pm. Will set up in the back of the gym on the arena floor. Travis will order pizza and ask staff to bring additional pot luck items.

*Spotlight Form:* Meeting handout, please review and give back to Katie. Michelle P. will convert form to a writable PDF form so that it can be used electronically.

*Website:* Webmaster gave access to Katie, Bob and Michelle P. It is planned to have minutes, the spotlights, newsletters and a staff council list accessible on the site for you to view.

### **NEW BUSINESS:**

*Current Positions:* Group 1, Cindy McGee resigned. Nominations will be accepted for that replacement in Group 1. Vice Chair nominations were recommended for Sue Garrison. Approval across the board to elect her. Group 6/7, Ken Murray resigned, a nomination was made for Rich Blankenship as his replacement. Approval was made across the board to elect him.

*Committees:* Social Chair, Travis is working on tailgates at this time. Orientation Chair, Michelle P will coordinate with HR and other campus committees working on orientation for new employees. Still need chairs for Scholarship and Fundraising committees, however keep in mind that we need ideas for spring fundraisers. That discussion was tabled for next meeting. Ideas for a "Night at the Races" will be reviewed. Katie will check with Cindy to see if she still wants to chair the staff development committee. Questions were raised about the processes, approval and disbursement of funds within that committee.

*Inclement Weather:* If you have a time off scheduled on a closure date, your supervisor should contact HR for you to get your time back. A question was brought up about the definition of essential staff and those who still need to report if the university closed. The policy needs to be more specific. Sue Garrison stated that HR plans to look at it further.

*Holiday Calendar:* Katie passed out the 2016-17 Institutional Holiday calendar for review. There has been some concern brought to her attention regarding the wording "President designated holiday", it was recommended that in the future the dates should read "In lieu of..." For example, a designated holiday that is not used at its regular time of the year can be used otherwise if so designated. We may not normally have President's Day or Veteran's Day off when other state agencies do. Therefore, those dates are still permitted to be used as other holidays as listed on our calendar. The calendar is approved by HR, the President and the HEPC.

The next meeting will be held Thursday, February 11, 2016 at 1:30 p.m. in the Shaw Hall board room located on the second floor. Meetings are open to all classified staff.

A motion to adjourn was made by Stephanie North and seconded by Travis Hinkle. The meeting adjourned at 2:56 p.m.

Minutes respectfully submitted by  
Michelle Panepucci (4)