



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

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*West Liberty, West Virginia 26074*

**REGULAR MEETING** – February 11, 2016

Present: Katie Cooper (Chair), Michelle Panepucci (4), Travis Hinkle (3), Sue Garrison (5), Stephanie North (3), Dawn Swiger (4) Bob Wise (ACCE), Guests: Sherri Mason, Mitchell Moon Absent: Bruce Jochum (6/7), Alan Ramsey (5), Michelle Stack (1), Rhonda Tysk (BOG)

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

With no questions or revisions to the minutes a motion was made to accept the minutes of the January 14, 2016 meeting; Travis Hinkle motioned to accept the minutes; Stephanie North seconded the motion and passed unanimously.

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

Bob Wise indicated that there was no report at this time. However, the subject of the Mercer Scale was raised. To Bob's knowledge, a market analysis was done to compare pay and job positions. A further report will be given if any more information is given to him after their next meeting.

**BOARD OF GOVERNORS:**

Rhonda Tysk (absent) No report.

**OLD BUSINESS:**

*Open Positions on Council:* Nominations were given for group 1 and 6/7. Rich Blankenship was voted in for group 6/7, Sherri Mason was selected to represent group 1. Approval was made across the board to elect them both.

*BOG Meet and Greet:* Rhonda was not present at this meeting but Katie intends to follow up with her on the progress of setting up a meet and greet with board members.

*Basketball Tailgate:* Nice turnout, a few new faces were present and attendance continues to grow.

*Newsletter and Spotlight Form:* A monthly newsletter is being sent to all classified staff. The title contest was won by Travis Hinkle. The new title will be The Classified Connection. The spotlight form was sent to council to test. Please let Katie know if there are any issues. She intends to send it out the the rest of the staff with the next newsletter.

**NEW BUSINESS:**

*Ombudsman:* Sherri Mason presented information on a proposal for an Ombudsperson program. The purpose of this appointed position to listen and provide third-party advice to staff regarding work issues. Continued discussions will take place in regards to details for nominations (Bo McConaughy, Dr. McCullough) and how the position would receive a possible stipend, etc.

*Classified Staff Meetings:* Reminder to all classified staff that meetings are open and all are welcome to attend.

*Mercer Scale:* Research is ongoing, refer to ACCE report section.

*Committees:*

Social Committee Chair, Travis: Setting the date for picnic as June 10<sup>th</sup>, suggestions for the event are being taken. Small thank you for attending gifts may be possible, donations need to be collected for prizes, looking to set up a corn hole tournament. Ideas for a Spring break potluck lunch were discussed. Work around the church luncheon for a date. Lunch could be 11-1 and a document will be set up for what people plan to bring.

Orientation Chair, Michelle P: The committee met on 2/9/16. Jill Nixon, Sherri Mason and Michelle Stack discussed several ideas to take to HR to coordinate further for new hires. A report will be given after the next meeting.

Staff Development: Katie will check with Rhonda to see if she would like to chair and recruit committee members. Sherri offered to assist with budget questions if help is needed.

Fundraising: An idea was discussed for a spaghetti luncheon. Possible location would be the social room in the chapel since they have a kitchen area. Lunch could be spaghetti and salad for the cost of \$6. Other ideas brought up were possible selling pepperoni rolls or desserts. Mitchell Moon offered to reach out to Olive Garden to have the salad possibly donated. A suggested date and time was selected as March 30 from 11am-2pm. Travis will get a flyer put together with final details.

*Other:* Mitchell Moon brought up the question of a central filing area instead of various buildings on campus. Katie indicated that this was an issue with space and could be addressed within the enrollment division.

The next meeting will be held Thursday, March 10, 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 Travis Hinkle and seconded by Dawn Swiger. The meeting adjourned at 2:36 p.m.

Minutes respectfully submitted by  
Michelle Panepucci (4)