



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

**West Liberty, West Virginia 26074**

**REGULAR MEETING – April 14, 2016**

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

The meeting was called to order in the Shaw Hall board room at 1:32 p.m. by Chair Katie Cooper.

Review of 3/10/2016 minutes, no revisions.

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

Bob Wise absent; no report

**BOARD OF GOVERNORS:**

Diana Harto and Rhonda Tysk reported on the board meeting held 04/13/2016. Two new board members were appointed; Jim Stultz and Jack Adams. Elimination of the math degree was discussed. Math education will still be offered. Proposal for a Masters in Biology is hopeful for fall 2017. FOIA plan was approved by board and will be controlled through the President's office. Update on budget was given, several concerns were expressed over cuts. New tuition increases were approved. For more details, see the attached report from Rhonda.

**OLD BUSINESS:**

*Meet and Greet with BOG:* Staff council representatives met with board members at an informal meet and greet at the President's home on 4/13/2016. It was an overall consensus that it went well. Thanks are owed to Dr. and Mrs. Greiner for opening their home and George Couch to extend our appreciation to the board.

*Newsletter and Spotlight Form:* If you have not already done so, please turn them in with pictures. Katie will attach it to the monthly newsletter for those who have not yet completed them.

*Ombudsman:* Diana Harto reported that the position and stipend will be split between Judy Steckley and Bo McConnaughy. They expect to begin on July 1.

*Spaghetti Luncheon:* Turnout was nice, \$415 of the \$500 goal was raised during this event.

*Policy Committee:* Diana reported that the policy review continues and are expected to review the last quarter of policies by April 29.

**NEW BUSINESS:**

*Classified Staff Service Award:* Nomination forms will be going out. A memo will be sent campus wide so that faculty and non-classified staff can also nominate classified staff members who may work for them or in their departments. Stephanie North serves as chair while Phil Kent, Bruce Jochum, Rhonda Tysk and Lisa Marple are on the review committee.

*Committees:*

*Social Committee Chair, Travis:* Staff Picnic, 06/10/16, Dr. Greiner approved picnic date. In the past the president's office has used a discretionary fund to help pay for the picnic. The fund no longer exists. The

picnic cost could be \$800 and council agrees that it should not be expected that the president's office support it. It was proposed that staff could pay \$5 each to cover food or bring a side dish. Other items will be purchased by council. Each council member should seek 1 door prize for the picnic with a value of at least \$25. In addition to the prizes, two awards are given and should be incentive for attendance. Dawn was to reserve the West Center for the event, will need to follow-up with her since she was not present. Bruce will arrange the use of a grill.

Orientation Chair, Michelle P: Sue and Diana noted that things are still in planning within HR and will coordinate with training of new HR rep, Brian.

Staff Development: Rhonda and Katie have been working with Katrina. Balance of \$2,127 before outstanding requests; should have enough to honor new requests. In the process of reviewing the forms and requiring additional documentation to support the application.

Fundraising: Additional ideas are being bounced around for fundraising events to be possibly held monthly. (Continental breakfast, candy striper in the afternoons going building to building, pepperoni sale) In addition, Katie will talk to Becky Bugaj being listed as part of "Piece of Cake" scholarship drive.

Human Resources: Report from Diana Harto. The Preventing Sexual Harassment online training had a great response. Title IX training will be due to be completed by the end of April. In regards to Tom Hostutler's recent passing, a requisition will be put in to hire another officer. Right now there are 4 officers covering the 24/7 shifts so additional help is needed. Kronos will go live with pays in June. Biometric time clocks will be placed in areas such as maintenance, ASRC and tutoring office where most staff will need to clock in. Other staff will clock in online.

The next meeting will be held Thursday, May 12th at 1:30 p.m. in the Shaw Hall board room located on the second floor. Meetings are open to all classified staff.

The meeting adjourned at 2:45 p.m.

Minutes respectfully submitted by  
Michelle Panepucci (4)

Attachment:  
Board of Governors notes submitted by Rhonda Tysk (BOG rep)

## BOARD OF GOVERNORS MEETING REPORT:

As you know, I serve as a member of the Board of Governors representing Classified Staff. As the BOG representative I attend the bi-monthly meetings and have the opportunity to bring forward any concerns of the Classified Staff members. I have learned a lot in a short period of time serving as your BOG rep. After attending these meetings, I then attend the Classified Staff Council meetings and report the information that I have learned. That information is then disseminated via the Classified Staff meeting minutes which are emailed to classified staff members as well as posted on the website. *Please keep in mind that both the BOG meetings and the Classified Staff Council meetings are open for anyone to attend.* I have been employed at West Liberty for over 27 years and before serving on the Board of Governors, I was always very skeptical of Board of Governor members. I always assumed that these “scary people” simply made decisions about our lives without any care or concern. I also assumed that they had no vested interest in the college nor took the time to learn what we were all about. I am not going to swear to you that there has never been anyone on the BOG that didn’t fit that description but I will say that this has not been my experience since I joined the Board less than a year ago. I see BOG members who are very engaged, questioning the information that is brought before them in order to get a full understanding, agreeing with things at times and disagreeing at times. I will not say to you that I have always agreed with everything because I have not. But that is true of every single person in there. That is why there are meetings and very lengthy discussions.

I fully understand that there is much concern throughout campus right now due to the budget crisis that we are currently facing. This budget crisis has touched all constituencies across campus ---- including faculty, staff, and administration. This budget crisis is not something that has developed overnight. We are feeling the effects of declining enrollment and continued cuts made by the state. We have a current budget deficit for FY16 of \$500,000. However, at this point, we have a balanced budget for FY17. This proposed balanced budget is pending any further cuts in state appropriations. We will not have that information until May.

The information given at the April 13<sup>th</sup> BOG includes the following in regard to loss of personnel:

- Faculty: 4 College of Educ; 4 Lib Arts; 2 College of Sci; 2 Arts & Comm
- Classified: 2 Maintenance; 2 Student Services; 1 IT; 1 Admin Secretary

*The Classified Staff member positions are all a result of resignations or retirement and those positions not being replaced. There have not been any eliminations of current classified staff.*

### **Proposed Budget FY17:**

#### **Undergraduate Tuition**

- In State 5% + \$168/semester
- Metro 2% + \$119/semester
- Out of State 2% + \$141/semester

#### **Room & Board**

- Room increase: 5% + \$95/semester
- Board increase 3% + \$60/semester