



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

**West Liberty, West Virginia 26074**

**REGULAR MEETING – May 12, 2016**

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

The meeting was called to order in the Shaw Hall board room at 1:33 p.m. by Chair Katie Cooper.

Review of 4/14/2016 minutes, no revisions of minutes but Katie will make sure Rhonda's BOG minutes are attached before they are distributed.

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

Bob Wise reported that he attended the April 21<sup>st</sup> ACCE meeting. The bulk of the meeting was touring the new building at the WV School of Osteopathic Medicine. Updates to the new ACCE website should be online soon as the committee was seeking some additional information to be included. There was a report on the Policy on Reduction in Force and continued discussion on the market study will be coming soon. WV Tech moved Montgomery campus to Beckley and staff were offered jobs but not all accepted offer. WV State continues their presidential search. There continues to be complaints and technical issues with Kronos.

**BOARD OF GOVERNORS:**

Rhonda Tysk reported that the next meeting will be June 8. Rhonda wanted to address the fact that there was some concern how she relays her report to staff. In the past, the BOG representative has always given the report of the meetings to the Classified Staff Council and therefore, the BOG meeting report becomes minutes within the council minutes. This will continue to be the procedure and no changes will be made at this time. Further details will be attached to the minutes as a report if needed.

**OLD BUSINESS:**

*Newsletter and Spotlight Form:* Katie noted that there was no newsletter in April but will combine with May. If you have not already done so, please turn in the spotlight form with pictures. Council should encourage other staff to complete them as well.

*Ombudsman:* Sherri was absent so no official report was given. However, a question was raised about the role. The ombudsman is to serve as a neutral party, a mediator that staff can feel comfortable talking with and asking advice with issues. The recommendations for the positions to be filled were approved by Dr. Greiner and more information will be coming soon.

**NEW BUSINESS:**

*Social Committee Chair, Travis:* Staff Picnic, 06/10/16, each council member should seek 1 door prize of nice value for the picnic. Travis will take care of updating the tax exemption and solicitation letters to be used if anyone wants to seek donations. The picnic RSVP link will go out asking staff to sign up to bring a covered dish or \$5 donation. The West Center is scheduled for the event. Bruce will take care of getting the grill and Katie will check on the gas. Katie will also collect responses from the RSVP link to gather a list of attendees, items being made or the \$5 donations. 2 awards will be also given at the picnic; Hein Classified Staff Recognition Award and Classified Staff Excellence in Service Award.

Committees:

Orientation Chair, Michelle P: Continue to plan with HR and will coordinate further with committee when things are ready to move ahead.

Staff Development: Rhonda will work on updating forms. A memo will be sent to each applicant stating whether they have been approved or denied and list an additional steps needed to process the forms.

Fundraising: No report.

Human Resources: Report from Diana Harto. Concerns were addressed with council regarding staff being labeled as hourly employees and now must clock in. It has been a concern that some staff feel segregated or that it is demeaning in manor. It was stated that WL was non-compliant in the past and there was a misconception that hourly employees were salary because that is how it was presented to all staff. There is a new direction moving forward to become compliant and this will be presented as it should be in the future. Additional concerns that Diana addressed were the following:

Clocks: Free clocks were offered to WL at one time and WL did not think they needed them. Now that the need is there, the free clocks were unavailable. The decision to buy only a few clocks at this time was made due to budget reasons. The decision on location of the clocks were made by choosing areas where 20 or more people would be using them. There are 3 clocks and 1 back-up. The 3 clocks are located in the maintenance building, the ASRC and one near the tutoring lab in Main Hall.

Overtime: Must be pre-approved by supervisors.

Approving Time-Off in Kronos: There was a concern about supervisors not approving time off in the system in a timely matter. Staff are asked to remind their supervisors the importance of approving time off to populate into time cards since payroll will be live and paychecks will depend on the accuracy of this.

Leave System: "Bob's" system will be converted to Kronos and correct time accruals should be reflected on May 18<sup>th</sup>. Please make sure you check your time to make sure it is correct. Report issues to Beth and Brian and they can adjust it. The current leave system will shut down on the 14<sup>th</sup>.

Decisions: A concern was addressed as to why WL did not wait until the fiscal year to change payroll and time off system to Kronos. It was a state decision that all institutions go to this by May 14<sup>th</sup> with the exemption of WVU and Marshall who already have their own systems in place.

Benefits: Open enrollment benefits cut off will be May 15<sup>th</sup>. See Brian in HR if you have changes.

Open Positions: The following positions will be filled soon; Campus Police, SR Accountant (Kelly moved to DH), VP of Finance and Nursing faculty.

The next meeting will be held Thursday, June 9 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 2:42 p.m.

Minutes respectfully submitted by  
Michelle Panepucci (4)