



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty State College

West Liberty, West Virginia 26074

REGULAR MEETING – December 11, 2008

Present: Bo McConaughy, Council Chairperson (5), Cindy McGee, Vice-Chair (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Ashlea Minch (3), Rhonda Tysk (3), Stacie Bado (4), Alan Ramsey (5), Mikie Turner (5). Also in attendance, Michele DeRita.

Absent: Eleanor Coen (4), Nancy Quigley (1), Roger Bertelli (6/7) and Keith Kaczor (6/7)

The meeting was called to order at 1:30 p.m. by Chairperson Bo McConaughy, who introduced President Capehart who gave a report regarding the previous night's Board of Governor's meeting. According to President Capehart, the Board of Governors approved the institutional master plan. It now must be approved by the HEPC. He also reported that Dr. Campbell will be the speaker at Saturday's commencement for the last graduating class of West Liberty State College. The Board of Governor's approved May 3rd as the official date for the institutional name change to West Liberty University. There will be a week long celebration of events leading up to May 3rd. This date was chosen as it would give more time for planning and allow for better weather for outdoor activities and participation. Also approved by the BOG was the "Try College" program. The program is for individuals with a high school diploma or GED equivalent, not currently enrolled at any college or university, not already possessing a bachelor's degree and at least 23 years of age. "Try College" is for the spring 2009 semester, which begins on Monday, January 12th. Individuals meeting the above requirements can enroll in one class free of charge. At the August BOG meeting there were 17 more metro counties approved for the Fall 2009 semester. These include counties in Ohio, Maryland, Pennsylvania and Virginia. Enrollment statistics for the Spring 2009 semester are as follows: new applications are up 35%; first-time freshmen applications are up 88%; transfer applications are up 51%.

A motion to accept the minutes of the November 13 meeting was made and seconded; motion unanimously approved.

BOARD OF GOVERNORS: Beverly said that President Capehart covered everything from the Board of Governor's meeting and that she had nothing further to report. She did add that she had voiced some concerns from the staff regarding the lateness of the "University Status" celebration, and opposed the vote for May 3rd as the designated official date of the change to University.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE): Mary Ann Edwards reported on the November 20, 2008 meeting at Marshall University Graduate Center, Charleston, WV. Her report is as follows:

ACCE – November 20, 2008 – Marshall University Graduate Center, Charleston, WV

- Nichelle Perkins, Project coordinator of the Personnel Study project, gave an update on the project. At this point there are three separate pay schedules. One scale will have a floor or base scale that the institutions cannot go below. This will be based on a percentage of the information that comes out of the market study. The second pay scale is based on the market study and it would be in state code that a new full scale study would be done every five years and an abbreviated study every year to keep the scale up-to-date. The third scale would be set by the each institution's Board of Governor's. There's still some debate as to a 12 step or an 18 step scale.

We need to get away from thinking in years of service; these are steps. If they go with the 18 step it will be done in thirds. The first third is a one for one pay raise. The second third is two for one; two years to move one step. The third is three for one; three years to move one step. There's also talk that in this third area that it will be tied to employee evaluations. An employee must meet expectations in their evaluation to continue through the steps. If there are disciplinary problems in a year you will not be granted a step that year. In steps 15-18 you would need to exceed expectations on the evaluation to gain your year of service.

- They are also working on tying education into the scale for movement. It would be based on both direct education, which relates to your job duties, and indirect education that does not relate to your current duties. Direct would be a one to one and indirect two to one relationship.
- The Personnel Study will be presented to LOCEA during the next legislative session.
- The next meeting will be December 11, 2008 at the Marshall University Graduate Center in Charleston, WV.

OLD BUSINESS: Bo did not get a chance to talk to Jack Wright in the Business Office concerning bills for classified staff members who have not purchased parking permits.

Fundraising ideas are still being discussed for the Classified Staff Scholarship. There is currently \$1,683.13 available in the fund.

Results of the recent WEST LIBERTY STAFF TRAINING NEEDS survey have been posted on-line.

NEW BUSINESS: Four people were awarded the Classified Staff Employee Scholarship for the 2008-09 academic year. Bo developed a letter to go to Jeff Knierim, Chief Development Officer, authorizing to use the money from our raffle and the interest from our principle to fund the staff scholarships for the 2008-09 year.

A motion to adjourn was made and seconded and approved by all. Meeting adjourned at 2:20 p.m.

The next meeting of Classified Staff Council is scheduled for January 15, 2008 at 1:30 p.m. Meetings are open to all classified staff.

Minutes respectfully submitted by
Rhonda Tysk – on behalf of Eleanor Coen, Classified Staff Council Secretary