



***COUNCIL of CLASSIFIED EMPLOYEES***  
***West Liberty State College***

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***West Liberty, West Virginia 26074***

REGULAR MEETING – February 14, 2008

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Roger Bertelli (6/7), Bev Burke (BOG), Eleanor Coen (4), Mary Ann Edwards (ACCE), Keith Kaczor (6/7), Cindy McGee (1), Nancy Quigley (1), Alan Ramsey (5), Paula Tomasik (3), and Mikie Turner (5). President Robin Capehart was a guest.

Absent: Ashlea Minch (3).

The meeting was called to order at 1:30 p.m. by Chairperson Bo McConnaughy. President Capehart was present at the meeting for the purposes of signing the revised Constitution and Bylaws for the Council of Classified Employees, and to answer a few questions from Staff Council. After President Capehart signed the revision, the first question presented to the President was asked by Nancy Quigley concerning WLSC changing to “University” status. President Capehart related that the Masters in Education has been approved, which was a required step to getting University status. Prior to the April BOG meeting, the results of the name survey will go to the newly formed Governance Committee of the BOG, who will then make a recommendation to the full Board on the new name for West Liberty State College in the event that we are granted University status.

The second question to President Capehart came from Bo McConnaughy who asked about the contract for Winans. The President related that a committee will be formed. The committee will determine the specifications needed and do a cost comparison to determine if the college should hire its own cleaning people versus outsourcing. The decision on the new vendor will be made by May.

President Capehart shared that the Exit Interview for the college noted that the Strategic Plan needs updated. The President said he is aiming for a Strategic Focus and will have meetings of six to ten representatives across campus to discuss different strategies for the future of the college.

The Council of Classified Employees thanked President Capehart for taking time to meet with us.

After the President left, a motion to accept the minutes from January 10, 2008, was made by Mikie Turner, seconded by Roger Bertelli, approved unanimously.

Roger Bertelli was welcomed back after being on sick leave.

**BOARD OF GOVERNORS:** Bev reported that there was a BOG meeting on February 6<sup>th</sup> and her report will be sent by e-mail to classified staff members.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** Mary Ann Edwards reported on the January 10, 2008 ACCE meeting at Institute, WV. Here is her report:

ACCE – January 10, 2008 – West Virginia State Community & Technical College, Institute, WV

- Margaret Buttrick reported that the HEPC received a copy of the Governor's proposed FY 2009 budget for higher education and it includes a three percent salary increase for employees. As always, it does not provide funds to cover salary increases for those employees paid from tuition and fee dollars or from non-appropriated accounts and it will be up to the institutions to provide this funding. The budget bill will probably address the method for distributing the salary increases, whether across the board or placed in the salary schedule according to each campus' salary policy.
- Sometime in the future comprehensive background checks will be done on employees. I need to get clarification on whether this is current and new employees or just new employees. Marshall University will be releasing an RFP for these checks and it is Margaret Buttrick's understanding that they will permit other institutions to participate.
- The Chair of ACCE is going to draft a letter to get an interpretation from the Higher Education Policy Commission as to whether higher education employees have the right to serve in the legislature.
- Margaret also reported that clean-up language in the grievance procedures may be addressed in the 2008 legislative session.
- The next meeting was February 12, 2008 at the Higher Education Policy Commission office.

Mary Ann also stated that HEPC has created a new website for the Personnel Study. To view the website go to <http://www.wweightsteps.org/index.html>.

**OLD BUSINESS:** Since President Capehart has signed the revised Constitution and Bylaws for the Council of Classified Employees, a copy will be made for each Classified Staff representative, President Capehart, the Provost, the Human Resource office and will be filed in the library. Any staff member wishing to see a copy of the revised Constitution and Bylaws can contact his/her staff council representative.

A suggestion for a raffle fundraiser for the Classified Staff Employee Scholarship was made by Bo. Keith Kaczor is to check on a possible donation of an item for the raffle.

As a reminder to all staff, up to \$250 per semester is available to each staff person as assistance for tuition or to attend a seminar, etc. Staff Development Committee members are Bev Burke,

LuAnn Johnson, Cindy McGee, Rosie Miller and Nicole Staub. Please contact one of these committee members for the necessary forms.

A motion to adjourn was made by Paula and seconded by Nancy, approved by all. Meeting adjourned at 2:50 p.m.

The next meeting of Classified Staff Council is scheduled for March 13, 2008 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Eleanor Coen, Classified Staff Council Secretary