



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – February 14, 2013

Present: Becky Bugaj (3), Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Travis Hinkle (3), Bruce Jochum (6/7), Bo McConnaughy (5), Cindy McGee (1), Jill Nixon (4), Alan Ramsey (5), Michelle Stack (1), Dawn Swiger (4)

Absent: Stacie Groch (4), Jared Thompson (3)

Guest: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:32 p.m. by Chair Bo McConnaughy. Bo asked if there were any questions or revisions to the minutes. There being none, a motion was made to accept the minutes from the January 10, 2013 meeting of Classified Staff Council; motion passed unanimously.

Bo thanked Jim Stultz for sharing information with Classified Staff Council, along with different views and discussions. Jim stated that there is currently nothing new at this point with discussions regarding SB 330.

**BOARD OF GOVERNORS:**

Bev Burke stated that the agenda for the Board meeting was small, with the only action items being the locations in Weirton and New Martinsville for the BLA Program and revisions to Policy 2 – Presidential Appointments, Responsibilities, and Evaluation for 30-day comment period. Bev also stated that she and Crystal Lorimor gave a presentation on the Study Abroad Program.

It was stated that comments with regard to Policy 2 should be sent to Bo McConnaughy at [mcconnbo@westliberty.edu](mailto:mcconnbo@westliberty.edu), by March 8. Comments will be summarized and sent to the Office of the President, c/o Mary Ann Edwards, [edwardsm@westliberty.edu](mailto:edwardsm@westliberty.edu), no later than noon on Friday, March 22.

The next Board of Governors meeting will be held April 17, 2013 in the Shaw Hall Board room.

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

None. The next meeting will be held at the West Virginia Higher Ed Technology Park in Charleston, WV on March 20, 2013.

**OLD BUSINESS:**

The question was asked previously as to whether the 7.5% budget cut predicted for next year will take place. Jim stated that institutions of higher learning will have a 7.5% reduction in allocations this year. Institutions are looking for ways to reduce costs and may increase tuition. Bo stated that WLU is already too expensive and can no longer be promoted as inexpensive, especially to the out-of-state student. Fees have tripled and students are questioning the additional fees being put into place.

The question was asked previously as to whether it was an option to have a four-day work week. It is an option, but some departments are always required to have a presence. Offices need to check with their constituents to see if there is an interest and work out the scheduling with the supervisor. The four-day work week should not be mandated. If vacation days are available an employee could take a day of vacation each week.

**NEW BUSINESS:**

Bo stated that employees will need to update their PIQ's in the near future. A statement will be coming out of Human Resources with regard to these updates. These updates are not for employees to receive an upgrade; they are to make the PIQ current and up-to-date. HR is looking into holding a seminar on how to

complete the PIQ and involve the supervisors. They are also looking into the evaluation process and how it should be done by staff and supervisors. Staff Development funds will be used to pay for any seminars.

Classification training is being held for CHRO's, ACCE representatives, and Classified Staff Council Chairs in Flatwoods, WV on March 27, 2013. Representatives should make every effort to attend and Bo distributed Staff Development reimbursement forms for those attending.

Bo stated that many of WLU's policies have not been updated in years, most still containing West Liberty State College instead of University. He would like Classified Staff Council to undertake this task, looking at each policy. He would also like to compare policies with other institutions and see if we could benefit from the contents in like policies. Mr. Stultz stated that in looking at policies from other institutions, if we see something appropriate for WLU that might improve the policy it could be included in the revised version. Council will be divided into groups of three/four people and assigned various policies. Each group will have until the next Council meeting to review, compare, and suggest revisions to make the policies current. Mr. Stultz stated that this should be part of the work-time routine.

Groups will consist of: Bev Burke, Mary Ann Edwards and Becky Bugaj; Jill Nixon, Travis Hinkle, and Cindy McGee; Alan Ramsey, Stacie Groch, and Dawn Swiger; Bo McConnaughy, Brad Forshey, Bruce Jochum, and Michelle Stack. Groups should discuss campus policies and changes needing made to the policy.

Groups will be looking at the following policies:

Bev's Group - 100, 106, 107, 109, 110, 111, 112, 116, 117, 123, Procedure 14, 15, 17, 18, 29.

Jill's Group - 1, 2, 6, 7, 8, 10, 11, 14, 22, 23, 24, 25, 26, 27, 28, Procedure 36, 37, 38, 40, 41, 42.

Alan's Group - 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, Procedure 101, 102, 103, 104, 105, 108.

Bo's Group - 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, Procedure 12, 14, 15, 35, 39, 46, 47.

Bo stated that a sustainability committee is being formed on campus dealing with recycling, campus beautification, etc. Bo McConnaughy, Jill Nixon, Bruce Jochum, Keith Kaczor, and Becky Bugaj have volunteered for the committee. Anyone else interested can notify Bo.

The meeting adjourned at 2:55 p.m.

The next regular scheduled meeting of Classified Staff Council is March 14, 2013 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Mary Ann Edwards, Classified Staff Council Secretary