



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – January 10, 2013

Present: Becky Bugaj (3), Bev Burke (BOG), Mary Ann Edwards (ACCE), Stacie Groch (4), Travis Hinkle (3), Bo McConnaughy (5), Jill Nixon (4), Alan Ramsey (5), Dawn Swiger (4),

Absent: Brad Forshey (3), Bruce Jochum (6/7), Cindy McGee (1), Michelle Stack (1), Jared Thompson (3)

The meeting was called to order in the Elbin Library conference room at 1:37 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 November 8 and December 13, 2012 meetings of Classified Staff Council; motion passed unanimously.

BOARD OF GOVERNORS:

Bev Burke stated that Faculty Senate made a PowerPoint presentation to the Board describing their duties, responsibilities, and curriculum. President Capehart discussed the Smart Campus Initiative and distributed a questionnaire to the members to write questions for a survey associated with the initiative. The questions should deal with what the Board members would like to have answered; the stakeholders perception. Bo McConnaughy read through some of the sample questions for classified staff from the survey dealing with what we would like to get from the survey.

The Graduate Entrepreneurship Certificate Program was an action item approved by the Board. This is not a degree program but a certificate. Also approved was the change in designation of the English Liberal Arts tracks to majors and refinancing of the 2003 bonds for a better interest rate to save money.

The next Board of Governors meeting will be held February 6, 2013 in the Shaw Hall Board room.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

None. The next meeting will be held at the West Virginia School of Osteopathic Medicine in Lewisburg, WV on February 13, 2013.

OLD BUSINESS:

A question was asked whether there is any word on the possible budget cuts for the next fiscal year. At this time a dollar amount has not been finalized, although we were to prepare for the possibility of \$750,000.

A question was asked as to the whether the total dollar amount needed to complete the science building has raised. To our knowledge it has not, leading to a discussion of the tuition and fees; namely the fee associated with the new building.

NEW BUSINESS:

It was noted when calling the front-line numbers for the Business Office that all phones immediately go to a message and voice mail. This is not only frustrating for employees, but also for students and parents. With the move to Shaw Hall and the effort to make the offices student friendly and accessible, why is this happening? It was also noted that you are not able to drop off paperwork to be handed to employees further behind the counter in the Business Office, but are required to go out and around the office to go behind the counter to hand-in paperwork. Bo will look into these matters.

Bo stated that it is now mandated by the state the all PIQ's are to be updated. All classified staff need to prepare PIQ's for their position, noting their current duties and responsibilities. If you need assistance updating your PIQ see Sue Garrison or Michele DeRita in Human Resources. Bo will look into the possibility of an informational meeting on this process.

A discussion followed with regard to employee evaluations. When an employee is nominated for the Classified Staff Excellence Award, part of the process is to provide your previous three employee evaluations to the committee. If evaluations are not completed by supervisors, this is frustrating for the employee. Employee evaluations need to be completed by supervisors.

A brief discussion followed with regard to adjunct professors and consultants parking in visitor parking. Parking is limited on campus, but visitor parking needs to be left for campus visitors.

A question was asked as to whether it would be possible to have a four-day work week in the summer. Larger offices would rotate the workforce to properly staff the office five days since working four extended days is not really feasible. This was attempted in previous years as an option and not mandatory and left in the hands of the supervisors; a brief discussion followed.

Bo stated that if you are a representative of Classified Staff Council it is your responsibility to attend meetings for your group. It is in State Code that you are to have release time to attend these meetings.

The meeting adjourned at 2:20 p.m.

The next regular scheduled meeting of Classified Staff Council is February 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