



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

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**West Liberty, West Virginia 26074**

REGULAR MEETING – January 12, 2012

Present: Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Bo McConnaughy (5), Cindy McGee (1), Michelle Pissos (3), Dawn Swiger (4)

Absent: Stacie Groch (4), Bruce Jochum (6/7), Terry Marsh (6/7), Alan Ramsey (5)

Guests: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:30 p.m. by Chairperson Bo McConnaughy.

Chair McConnaughy asked if there were any questions or revisions to the minutes. There being none, a motion to accept the minutes from the December 8, 2011 meeting of Classified Staff Council was then made by Brad Forshey and seconded by Cindy McGee; motioned passed unanimously.

Mr. Stultz stated that he has received a notice from the Vice Chancellor of Human Resources that time frames will be extended on selected items in SB 330. The deadline for classification and compensation system is extended to December 1, 2012; HR reviews are extended to June 30, 2012; employment practices study extended to June 30, 2012; up-to-date job descriptions extended to December 1, 2012; human resources information system extended to June 30, 2012; and calculating the salary funding target extended to October 2012. Many of the projects are so involved that the original completion dates in the bill were too ambitious. A conference call is scheduled next week with Dr. Brokenburr and other HR representatives. There will be a discussion involving the 2005/06 bill and what was incorporated into SB 330.

Mr. Stultz noted that there was a medical emergency last week, which will be discussed with the Safety Committee, but it became clear there should be a procedure for medical emergencies; an internal system to administer aid. Although everything turned out alright, WLU needs more equipment maintained on campus to keep the employees safe. A cell phone notification system put into place to somehow notify medical responders could be one idea.

As part of the early retirement offered to employees WLU is required to file a report on information related to the early separation of these employees. Mr. Stultz was unaware of this requirement, but the office handling this report has been very accommodating and WLU's report has since been submitted. The early retirement program will be a savings for WLU in the future.

Mr. Stultz stated that WLU has developed their own system for vacation/sick time reporting and a meeting will be held next week to layout and test the program. If all goes well the program should be ready to launch July 1, 2012, if not sooner. The program will produce a month-to-month report that is terminal driven by individual employees.

A brief discussion was held with regard to how the election day holiday was utilized by WLU and other state institutions. Apparently there was some confusion on whether the holiday applied to all employees.

**BOARD OF GOVERNORS:**

None.

The next Board of Governors meeting will be held February 8, 2012 in the R. Emmett Boyle Conference Center.

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

None.

The next meeting is to be held at the Marshall University Graduate Center in South Charleston on January 19, 2012.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

A discussion was held with regard to the Classified Staff Council presentation to the Board of Governors at the upcoming meeting to be held Wednesday, February 8, 2012 in the R. Emmett Boyle Conference Center. Various ideas were mentioned to be used as part of the presentation. **Staff Council will meet again on Wednesday, February 1, 2012 to review the presentation.**

A motion to adjourn was made by Brad Forshey and seconded by Mary Ann Edwards; motion passed unanimously. Meeting adjourned at 2:30 p.m.

The next regular scheduled meeting of Classified Staff Council is February 9, 2012 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