



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – January 9, 2014

Present: Becky Bugaj (3), Bev Burke, (BOG), Mary Ann Edwards (4), Travis Hinkle (3), Bruce Jochum (6/7), Bo McConnaughy (5), Ken Murray (6/7), Jill Nixon (ACCE), Alan Ramsey (5), Dawn Swiger (4)

Absent: Stacie Groch (5), Cindy McGee (1), Michelle Stack (1)

The meeting was called to order in the Elbin Library conference room at 1:35 p.m. by Chair Bo McConnaughy.

Bo asked if there were any questions or revisions to the minutes. There being none the minutes from the November 14, 2013 meeting of Classified Staff Council were unanimously approved. There was no meeting in December.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

Jill Nixon stated that Mark Toor, Vice Chancellor for Human Resources and the Mercer group are working together to create an updated classified staff scale. They are currently at about 90% completion of the scale. Fox Lawson didn't take into account the law and medical schools in their study, which would cost an additional \$800,000 to include. To view Senate Bill 330 Myth vs. Facts and Senate Bill 330 Frequently Asked Questions go to the Classified Staff web page, click links, and both are located under Documents of Interest.

With regard to the classified staff scale; at this point they have good information. The information will be aged one year to create the new schedule. No date has been given for the completion of the scale. A discussion followed of the Governor's State of the State address the previous evening and "state" employee pay raises.

A bill has been introduced at the legislature that would change the current pay distribution system to every other week instead of twice a month. The bill is currently before the Senate Government Organization Committee and would move all state employees to a bi-weekly pay (26 pays) beginning in 2015.

BOARD OF GOVERNORS:

Bev Burke stated that the December Board meeting dealt primarily with the University's accounting firm presenting the audit report. There were no findings of fault in the audit report. President Capehart gave his report, noting that as part of the Council of President's he has been working with the other colleges and universities to impress upon the Legislature the damage done by further budget cuts. With regard to SB 330, there has been little movement and no scale finalized for classified staff.

OLD BUSINESS:

Bo had previously gathered policy and procedure information from other colleges and universities to compare with WLU's in order to possibly make changes/upgrades. He asked for volunteers to assist with this process. Volunteers are Travis Hinkle, Bruce Jochum, and Jill Nixon. Bo briefly met with this group following the meeting.

Jim Stultz is still working with Bo on a one-day orientation program for new employees. New employees would spend an entire day visiting various departments and learn the layout of the campus. Please send any suggestions for the orientation to Bo at mconnbo@westliberty.edu.

NEW BUSINESS:

The question was asked whether a classified employee could be reimbursed for books purchased for class. Bo stated that they could and would need to complete the proper form located on the Classified Staff web page dealing with staff development, along with receipts.

Bo stated that he has had an inquiry from non-classified employees about possibly using staff development funds for training. Non-Classified employees don't have the option of faculty or staff development funds. A brief discussion followed.

Bo would still like to get Cindy Curry to come to campus for PIQ training for employees. He would also like to hold other seminars and asked for suggestions.

The meeting adjourned at 2:10 p.m.

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