



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty State College

West Liberty, West Virginia 26074

REGULAR MEETING – July 10, 2008

Present: Bo McConaughy, Council Chairperson (5), Stacie Bado (4), Eleanor Coen (4), Mary Ann Edwards (ACCE), Keith Kaczor (6/7), Nancy Quigley (1), Alan Ramsey (5) and Mikie Turner (5).

Absent: Roger Bertelli (6/7), Bev Burke (BOG), Cindy McGee (1) and Ashlea Minch (3).

The meeting was called to order at 1:30 p.m. by Chairperson Bo McConaughy. Bo stated that since Paula Tomasik is no longer classified staff, Rhonda Tysk has agreed to serve as the representative for that group until a representative is either elected or appointed. There is an updated (July 1, 2008) listing of Classified Staff members on the WLSC website.

BOARD OF GOVERNORS: Beverly is on vacation. Her reports on the April and June BOG meetings were sent out by e-mail to classified staff on June 19, 2008, and a copy is attached to these minutes. The next BOG meeting is scheduled for August 27, 2008.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE): Mary Ann Edwards reported that she had missed the last ACCE meeting and will have a report as soon as information is available to her.

NEW BUSINESS: Nancy Quigley reported on the Excellence in Service Award and the committee she chaired. She recognized all the nominated individuals and stated that all were very impressive in their work and personal areas. The recipient of the award will be announced at the Classified Staff picnic on Friday, July 11. Nancy, along with the rest of the committee, suggested that the requirements for the Excellence in Service Award be studied and perhaps some updating should be done.

Mikie Turner reported on the success of the raffle ticket sales for the scholarship fund raiser. She reported that 77% of the tickets had been sold, raising \$2134. Thanks to all who participated in this fund raiser. Keith Kaczor reported that there was \$150 left over from the original \$1,000 donation used to purchase the three prizes. Bo stated that three additional (classified staff) names could be drawn and each would receive a parking pass for the 2008-2009 school year.

Keith Kaczor brought a concern from several classified staff members concerning future pay increases now that the Mercer plan is fully funded. It was stated that the statewide study, ordered by the HEPC, is, hopefully, going to be completed by December 2008. At that time statewide salary issues should be addressed.

Keith reported that he had attended a Rational Wellness seminar in California with part of his church group. He suggested that the information given in that seminar could be pertinent to the classified staff. Bo asked him to check into the cost of the speaker and report back.

Mikie Turner stated that several classified staff members had said they thought it was not right for work study students and retired classified staff members to attend the Classified Staff picnic. Further discussion will take place on this issue.

OLD BUSINESS: None.

Bo stated that a letter had been received stating that Med Express, an urgent care facility, was not covered under the Health Plan. Brian Warmuth is to check into this and report back.

A motion to adjourn was made and seconded, approved by all. Meeting adjourned at 2:20 p.m.

The next meeting of Classified Staff Council is scheduled for August 14, 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

BOARD OF GOVERNORS REPORT
For April 30, 2008 & June 18, 2008
As submitted by Beverly Burke

I must apologize for not getting my report out earlier for the April 30th meeting, but things just got a bit busy at the end of the semester, so I thought I'd just combine both the April and June meeting reports.

April 30, 2008 Meeting:

The agenda for this meeting was short but contained a few significant items.

1. **Consent Agenda Items** – this contains reports from each of the members of the President's Cabinet (top administrators) and is submitted to the BOG before the meeting for our review. These reports are merely updates of what is happening in their respective areas and can be lengthy, so I will not report on them individually unless there is something significant that needs brought to your attention. These reports are not discussed at the meetings unless any BOG member has questions, then we can discuss the contents of the report before it is approved. If anyone ever wants more information regarding any of these reports, please don't hesitate to contact me and I'll share what I have.

The one item in Scott Cook's report that is of significance to all staff members is the new Tuition & Fee Waiver Procedure. Senate Bill 564 allows institutions to provide full tuition and fee waivers to employees, spouses of employees and dependents of employees. For the 2008-09 academic year, the Financial Aid Review Committee is recommending a 75% tuition & fee waivers for employees which means employees would pay 25% of tuition and fee charges. The Committee also recommended that the spouses and dependents of employees would receive a 50% tuition and fee waiver reduction which means they would pay only 50% of the tuition and fee charges. The Financial Aid Review Committee will review these awards in January 2009 and if any change in procedure takes place, it will be submitted to the BOG for approval. *This is a significant breakthrough for staff who have been requesting such tuition breaks for years.*

2. **President's Report** – President Capehart has suggested a review of all policies for the BOG be reviewed this summer for updating. The Governance Committee of the BOG will be active in this review. Also, he reported that a press conference would be held near the end of May regarding the floor plans (20,000 sq. ft.) for the Highlands Center. Larry Williams and Jeff Knierim are conducting surveys of employers and employees at businesses at the Highlands in regard to academic interest. At this point there is significant interest in pursuing academic coursework at our Highlands Center.

3. **General Information** – Gary West has donated an additional \$500,000 for the new turf for the football stadium, bringing his total donation to \$900,000.

Governance Committee: Being on this Committee has proven to be an important assignment because it has enabled me to make significant contributions on behalf of the staff. I will continue to ask for input from you as future assignments call for it. Chair Exley believes that input from staff, faculty and students is very important and has given this Committee significant responsibilities. One of the most important assignments to date was giving Mike Turrentine and myself the task of gathering information and writing the proposal for the name change for West Liberty should we be granted University status. After reviewing the survey results and writing the justification for the selection, I was asked to present this motion to the BOG for approval and this resulted in a name change that upheld the survey results. Next we were asked to develop a slate of officers for the election in June; submit names and brief biographies of potential BOG members for next year; and with the approval of the Chancellor, the Committee will join the Executive Committee of the BOG in evaluating the President on June 6. Before the evaluation, Mike and I were asked to prepare a Presidential Evaluation Criteria document that could be used for future evaluations. This document gives the President a sense of what is expected in his role as President, and it gives the BOG a foundation on how to evaluate his performance. Lastly for this year, we will be reviewing the BOG policies this summer for purposes of updating.

June 18, 2008 Meeting:

1. **Reports** – I'll just highlight a few items from the Administrators' Reports that might be of interest to you: In the area of academics, we have hired 17 new faculty members and still have about 2-3 more to hire, and we have received confirmation that the HLC has granted our 10-year reaccreditation. Our enrollment figures are up from this time last year and our housing applications are up 12.5% from this time last year. Progress is being made on an Army ROTC initiative. Hopefully, we will be able to offer this program to our students once we can enroll 8-10 students in the program. The President reported that we have received HEPC approval for our proposed master's program that will now allow us to apply to the Higher Learning Commission (HLC) for program accreditation. The President will ask the HEPC for conditional approval of University status at the August 1st meeting so we don't have to wait for the next meeting which isn't until November. Hopefully, we will have approval by September. President Capehart has received a grant for the established of a Government Policy Research Center which will be responsible for doing research for area communities. This will be coordinated by Dr. Erik Root.
2. **President's Salary Increase** – the BOG approved a 3% salary increase for President Capehart.
3. **Election of Officers** – the new officers for AY 2008-09 are: Lynne Exley, Chair; Brian Joseph, Vice-Chair; Mike Stolarczyk, Secretary.
4. **Personnel Issues** – Dr. McCullough asked for BOG approval for 3 new non-classified positions. These positions are existing positions that are being moved to non-classified, thus they needed BOG approval. I asked for clarification on why some non-classified positions require BOG approval while others do not. Dr. McCullough explained that any NEW non-classified position does not need BOG approval, but any current position (either classified or faculty) that moves to non-classified must have BOG approval.
5. **Organizational Chart** – a new updated version of the administrative organization chart was distributed, however it did not require BOG approval.