



**COUNCIL of CLASSIFIED EMPLOYEES**  
**West Liberty State College**

*West Liberty, West Virginia 26074*

REGULAR MEETING – July 12, 2007

Present: Bo McConnaughy, Council Chairperson (2), Nancy Quigley (1), Cindy McGee (1), Paula Tomasik (2), Mikie Turner (3), Alan Ramsey (3), Eleanor Coen (4), Beverly Burke (BOG), Mary Ann Edwards (ACCE).

Absent: Dreama Bush (4), Roger Bertelli (5).

The meeting was called to order at 1:35 by Chairperson Bo McConnaughy.

A motion was made, and seconded, to accept the June 29<sup>th</sup> minutes.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** Mary Ann Edwards will be attending an ACCE meeting in Pipestem on July 21-July 23. Election of officers will take place at that meeting. Mary Ann stated that she was impressed by the hard-working and knowledgeable people she met at the previous ACCE meeting.

**BOARD OF GOVERNORS:** Beverly stated that the first Board of Governors meeting will be August 29<sup>th</sup>.

**OLD BUSINESS:** There is a correction to the procedure for filing a staff dispute or inquiry that was reported in the previous minutes: the inquiry from the classified staff person can be taken to his/her representative, or to another representative. The representative will then bring the information to the Classified Staff Council meeting, where it will be discussed and a determination made on the inquiry. The next step in the process will be for the ACCE representative to verify, through ACCE, if a statute or ruling has been violated, and if any action needs to be taken.

Many people worked to gather prizes for the Classified Staff picnic – thank you.

The Classified Staff website has been updated by Mary Ann Edwards. Any suggestions for other information that could be posted can be sent to Mary Ann. One suggestion made at the meeting was to have the Classified Staff holiday schedule posted on the website.

**NEW BUSINESS:** Beverly Burke related that the State is currently in the middle of a three-year comprehensive personnel review of the classification and compensation system for the classified staff. The Vice Chancellor has agreed to come to WLSC and arrangements will be made for the visit. As soon as those arrangements are finalized, Classified Staff will be notified.

The question as to why Classified Staff have not received the salary information notice yet from Human Resources was brought up. Bo immediately called Brian Warmuth, who agreed to come to the meeting and discuss it. According to Brian Warmuth, salary increases will take place on October 1, just as they did last year. He was planning on sending out the salary information notices in September, but agreed to send them out before the end of July. A motion to have the salary information notices given to Classified Staff by July 1 of each year was made by Paula Tomasik, seconded by Nancy Quigley, unanimously approved.

Bo asked if the Classified Staff Concern sheet was still being used to present inquiries/concerns to Classified Staff Council. Cindy McGee stated that not many people use the sheets, but just contact the representatives. Upon discussion, it was determined that in order to present the concern exactly, Classified Staff should fill out the Classified Staff Concern sheet. A motion for this plan was made by Cindy McGee, seconded by Alan

Ramsey, unanimously approved. Anyone needing a Classified Staff Concern sheet can contact his/her representative.

The next item on the agenda was the Classified Staff Employee Fund, money available to children of Classified Staff for their education at WLSC. Currently, there is a limit of \$250 per semester. Fund raisers were discussed in hopes of raising enough funds to increase the \$250 limit. If anyone has suggestions for the fund raisers, please contact your representative.

Bo then talked about finding out where we, as Classified Staff and as Classified Staff Council, are at and where we need to be as far as pending changes to State By-laws are concerned. Bo asked the ACCE and BOG representatives to obtain specific information statewide involving Classified Staff Council.

A committee to redo WLSC Classified Staff Council by-laws was formed under the previous Chairperson, Ed Stewart. Bo directed that committee to have the new by-laws completed by August 27, the beginning of the new semester. Anyone wanting to propose a suggestion to the by-laws should contact his/her representative.

Meeting adjourned at 2:30 p.m.

The next meeting of Classified Staff council is scheduled for August 9, 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