



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – July 6, 2011

Present: Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Stacie Groch (4), Terry Marsh (6/7), Michelle Pissos (3), Randy Ratcliffe (6/7), Alan Ramsey (5)

Absent: Becky Bugaj (1), Bo McConnaughy (5), Cindy McGee (1), Dawn Swiger (4)

Guests: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:35 p.m. by Secretary Mary Ann Edwards.

Mary Ann asked if there were any questions or revisions to the minutes. There being none, a motion to accept the minutes from the June 9, 2011 meeting of Classified Staff Council; motioned passed unanimously.

BOARD OF GOVERNORS:

None - the next Board of Governors meeting will be held August 17, 2011 in the R. Emmett Boyle Conference Center.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

ACCE – June 13-15, 2011 – Leadership Conference, Canaan Valley Resort & Conference Center

- The Leadership Conference is held every two years and includes the ACCE and BOG representatives, along with the Classified Staff Council Chairs.
- Dr. Shenita Brokenburr, Vice Chancellor for Human Resources, made a presentation to ACCE consisting of an overview of SB 330's major components, a status update, collaborative approach, managing conflict, conflict management styles and roles/responsibilities of all employees. This presentation, "ACCE Leadership Presentation 2011 – Dr. Shenita Brokenburr," can be viewed on the Classified Staff Council web page under "Documents of Interest."
- Other presentations were made by current members as a learning tool for new representatives, whether they are ACCE, BOG or Classified Staff Councils Chairs/representatives, along with question and answer sessions. "Your Responsibilities as Classified Staff Leaders" and "Student Retention and Educate WV Leadership Conference 2011" can also be viewed under "Documents of Interest" on the web page.
- A lengthy panel discussion was held with the Chair and Vice Chair of ACCE consisting of a question and answer period dealing with items submitted by those in attendance. Although the Chancellor was scheduled to speak he was unable to attend.
- The next meeting is the ACCE Retreat will be held at North Bend State Park July 18-20, 2011

OLD BUSINESS:

None.

NEW BUSINESS:

Bev Burke noted that the Classified Staff Council is to meet with the Board of Governor's once a year. We need to get this meeting set up, but we don't want it to be a gripe session. Goals need to be set for the year, what we as staff would like to see happen, and present these things in a positive manner. The Board needs to know who we are and the positives that staff are involved in on campus.

Bev also stated that there was a time when new employees were shown around campus and introduced as much as possible to fellow employees. We have gotten away from this practice and don't know many of the new employees. It would be great to try and get back to this practice so everyone knows or at least have an idea who is a new employee.

To date, classified staff have not received their appointment letters. Non-classified and faculty are to receive their letters by July 1st; classified staff are just as important as any other group and should receive their letters by the 1st. Mr. Stultz stated that classified staff do deserve their letters in a timely manner. A new program had to be created to generate these letters, which is now complete and it's just a matter of inserting the information. The goal for the future is to define the various groups and coordinate the letters so they are done in a timely fashion.

Mr. Stultz stated that he is working with Dr. Shenita Brokenburr, Vice Chancellor for Human Resources at the HEPC to come to campus and discuss SB 330. She will most likely be on campus July 13, 2011. Time permitting; she would like to meet with members of Classified Staff Council. One of the items required by SB 330 is to redo all of the job classifications for staff and get everyone on the same page with the evaluation process. We are currently looking at a new software system to assist with the process that is available through the Chancellor's office. Much of this work is still done manually on our campus. SB 330 dictates that much of the information in Human Resources should be readily available. Bev Burke noted that at the Leadership Retreat Dr. Brokenburr stated that she wanted to resurrect much of the information that went into the "black hole," meaning the market study previously completed, PIQ updates, the evaluation system, etc. Mr. Stultz stated they hope to straighten out these items and do a better job of meeting the requirements we are expected to meet. WLU does not want to be the institution that sticks out because they don't comply with what is in code.

A motion to adjourn was made by Bev Burke and seconded by Randy Radcliffe; motion passed unanimously. Meeting adjourned at 2:28 p.m.

The next meeting of Classified Staff Council is scheduled for August 11, 2011 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