



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – March 13, 2014

Present: Becky Bugaj (3), Mary Ann Edwards (4), Bruce Jochum (6/7), Bo McConnaughy (5), Jill Nixon (ACCE), Alan Ramsey (5), Dawn Swiger (4)

Absent: Ken Murray (6/7), Bev Burke (BOG), Stacie Groch (5), Cindy McGee (1), Michelle Stack (1), Travis Hinkle (3)

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, a motion was made by Bruce Jochum and seconded by Alan Ramsey to accept the minutes from the February 12, 2014 meeting; motion passed unanimously.

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

Jill Nixon stated that the Fox Lawson information gathered for SB 330 is, for the most part, unusable. Chancellors Hill and Skidmore have been invited to Senator Plymale's office to discuss where the money will come from to conduct a new market study. Fox Lawson claims they did not receive accurate information for the study and place blame with the previous Vice Chancellors.

The Oasis system for the entire State payroll is scheduled to go into operation January 1, 2015. Many of the campuses aren't sure that this system is a fit for higher education; it was not written for higher education. There are very few job names in the Oasis system as compared to the many job names in the State system.

The next ACCE meeting will be held April 24, 2014 at Fairmont State University.

**BOARD OF GOVERNORS:**

No report given. Bev Burke was not present. The next meeting of the Board of Governors will be held April 16, 2014.

**OLD BUSINESS:**

Bo stated that an orientation program will be put into place eventually, but probably not until the committee has completed the current project of reviewing all of the policies. The committee has gone through the staff and Board of Governors policies and made some deletions and additions. These will be presented to Jim Stultz, who will pass long to the BOG for a 30-day comment period to accept the changes. Some wording that had been eliminated previously has been put back in, i.e. jury and witness duty, bereavement, and duplications have been eliminated. It is mandatory for the BOG to have their own policies and these cannot be combined with University policies. The protocol will also be listed to eliminate duplications and over-riding of policies. Bo thanked Bruce Jochum, Travis Hinkle, Jill Nixon, and Michelle Stack for serving on the committee.

The question was asked as to whether we are still planning to conduct PIQ training. It's been mentioned several times in the past but nothing seems to happen; is it a cost issue? Bo stated that it is not a cost issue and would be a free training provided by an HR representative from another institution. It's still a matter of getting the training scheduled.

The question was asked whether the non-classified percentage is where it should be for 2014. Bo stated that we are under the required percentage and with the budget constraints thought we should stay under.

It was discussed to move the Classified Staff Scholarship Fund to usable cash in Staff Development for items not covered by Staff Development. If money from the fund is used it is required that it be replaced. A brief discussion followed on how the money was used in Staff Development funds this year and what remained. The question was asked whether any of the Staff Development funds were used by non-classified employees; they were not.

**NEW BUSINESS:**

A question was asked with regard to parking with the opening of Campbell Hall; 18 parking spots were assigned to Dental Hygiene. Will any of the visitor parking spots around Main Hall be eliminated? Bo could not answer this question and a discussion followed with regard to parking and the number of handicap parking spots on campus. ADA regulations must be met with regard to the number of handicap spaces and how they are placed.

A question was asked about student clubs and who is in charge of tracking these clubs. Students need to talk with Kate Billings, Campus Activities Coordinator, to start a new club and find out about an advisor.

A brief discussion followed with regard to the Classified Staff picnic and whether it could be held at Roadworthy.

A motion to adjourn was made by Becky Bugaj and seconded by Dawn Swiger. The meeting adjourned at 2:29 p.m.

The next regular scheduled meeting of Classified Staff Council is April 10, 2014 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Mary Ann Edwards, Secretary