



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – March 18, 2010

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Terry Marsh (6/7), Cindy McGee (1), Alan Ramsey (5), Randy Ratcliffe (6/7), Dawn Swiger (4) – Rosey Miller

Absent: Brad Forshey (3), Michelle Pissos (3), Mikie Zaleski (5)

The meeting was called to order in the Elbin Library conference room at 1:30 p.m. by Chairperson Bo McConnaughy.

A motion to accept the minutes from the February 17, 2010 Classified Staff Council meetings was then made by Alan Ramsey and seconded by Stacie Bado; motion passed unanimously.

**BOARD OF GOVERNORS:**

Beverly Burke gave the following report from the March 2, 2010 meeting held in the R. Emmett Boyle Conference Center:

**New Board Member** – Bob Steptoe of the law firm of Steptoe and Johnson was sworn in as a new Board member.

**Program Reviews** – Dr. reported on several programs there were under their five-year review and all were approved by the Board. The programs approved for continuation at the current levels are: BS in Biology, AS in Dental Hygiene, BA in English (with condition that an assessment plan is developed), BS in Graphic Design (with condition that outcome data are collected and analyzed for two consecutive years), BS in Nursing. Assessment Progress reports were approved for Social Sciences, Criminal Justice, Exercise Physiology.

**M.S. in Physician Assistant Sciences** - the Board approved the creation a new Master of Science degree program in Physician Assistant Sciences. This program has been approved by the Curriculum Committee and will now go to the HEPC, then to the ARC-PA, the Physician Assistant accrediting body, then to the Higher Learning Commission for final approval. It is anticipated that this program will begin in the summer or fall of 2011.

**Reclassification** – the Board approved the creation of a non-classified, critical employee position, “Director of Health Services” which was formally a classified position.

**Tuition Waivers** – the Board approved the awarding of a 100% tuition waiver for employees, their spouses and dependents beginning with the 2010-11 academic year. Employees and their spouses and dependents would pay capital fees and course fees only.

**Research Corporation** – the Board approved the establishment of a “West Liberty University Research Corporation” on or before March 15, 2010. This non-profit entity will be dedicated to securing and managing grant funds.

**President’s Report** – highlights of the President report are:

- A 4.7% increase in enrollment for the Spring 2010 over 2009 and our retention rate from the fall is 91%.

- The majority of his report dealt with the budget and what can be expected in the reduction of state appropriation over the next year. Governor Manchin has requested a 3.4% mid-year reduction in addition to the 5% cut at the beginning of the year, but he has assured us it will be return to us with the federal stimulus money. He is also asking for public colleges and universities to freeze tuition and fees for the AY 2010-2011. The Administration has compiled an impact study that was sent to the Chancellor and presented to the Board that outlines how such a freeze would negatively impact our institution and concludes by saying that a modest increase would not prevent students from attending our University and it would still offer them a quality education in an affordable manner. President Capehart has stated that in next year's budget we will; continue to fund the Mercer Scale, faculty promotions will be funded, the Governor's Office has said not to request salary increases for faculty or non-classified staff, but we will increase the professional development fund.
- The President and Jim Watson attended the NCAA Convention in January and were contesting two propositions in Division II: the first proposal was to move the date of the first football game to Sept. 6 which we and the WVIAC opposed; the second proposal would change the starting date for the first countable basketball game to the second Friday in November. Both WLU and WVIAC supported this action.
- WLU presented the "Super Bowl of Talent" at the Capital Theater which was the first in a series entitled "West Liberty University and the Best of the Valley presents...." which will feature talent from the campus and the community. In February we will begin to film the "Civics Challenge", a quiz bowl among area high school students.
- Dr. Charles Ramer has organized the Center for West Virginia Studies and Social Studies curriculum; Dr. Anne Gaudino has organized the Center for Teacher Excellence.
- President Capehart would like to begin to recognize those on campus who have received awards and recognition, the following folks have been so recognized:
  - Assistant Professor of Art Robert Villamagna won the Governor's Award at the 16<sup>th</sup> Biennial West Virginia Juried Exhibition for his work "Deer Crossing."
  - Jesse Lenz, an art student, won first place nationally in NASA's "Life and Work on the Moon" art and design competition. He attended NASA's 40<sup>th</sup> Anniversary celebration of man's first walk on the moon.
  - Associate Professor Jim Haizlett will present a paper at the Society for Information Technology and Teacher Education's International Conference in San Diego, CA.
  - Dr. Erik Root has published his second book on Thomas Jefferson.
  - Dr. Susan Herrick will have a student, Blake Mangold, making a presentation at the Eastern sociological Conference in Boston in March.
- President Capehart announced that David Hardesty, former President of West Virginia University will be our May Commencement speaker.

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

Mary Ann Edwards gave a report from the ACCE meeting held March 12, 2010 at the State Capitol, Room #215E, in Charleston, WV.

ACCE met to discuss SB 480 and what had transpired to date with regard to the bill. The group proceeded to the House gallery to view the business of the House that day, in particular SB 480. By all appearances, SB 480 passed while we were in the gallery. We were informed later of technical difficulties that would send the bill back to the Senate. Due to these technical difficulties, SB 480 would go into the Saturday session for possible passage.

The next meeting is April 13, 2010 at the West Liberty University in the R. Emmett Boyle Conference Center beginning at 9:00 a.m.

NOTE: Members of classified staff have asked for clarification on SB 480 and a copy of the final submission. An updated version with all the amendments is not yet available. As of this date, SB 480 has not been passed due to technical difficulties. ACCE is hopeful the Governor will include SB 480 in a special session in May.

**OLD BUSINESS:**

Bo has not met with Jack Wright regarding the parking questions and whether WFF or Sodexo employees are required to purchasing parking tags. He is hoping to meet with Jack next week.

Bo will get the group together next week with regard to changing the criteria for the Classified Staff Scholarship Fund. This group consists of Bo, Becky Bugaj, and Brad Forshey. Bo will also check with Development about a letter writing campaign to retired Classified Staff members and they're interest in donating to the scholarship fund.

At a previous meeting Terry Marsh had asked for clarification on reporting time for employees who had to work on the days the University was closed. Bo stated that it is the employee's option to take either over-time pay or comp time.

**NEW BUSINESS:**

Bo stated he received a call from a member of Faculty Senate as to whether Classified Staff Council had been contacted regarding the president's evaluation. He said the subject had been brought up in Faculty Senate. Bev stated that she had mentioned the evaluation process to the Board Chair at the December Board of Governors meeting, but nothing has been said at any subsequent meeting. Bev stated that meetings should be set up with the constituent groups on campus by the end of this semester. Classified Staff Council asked that Mary Ann Edwards, Liaison to the Board of Governors, contact the Board Chair on this matter.

Bo reminded the group about the seminar being held on campus March 25<sup>th</sup>. Brian Warmuth had sent out an email regarding the two sessions and times of each session. The seminar is beneficial to classified staff and is being partially funded by Staff Development.

Raffle tickets for the Classified Staff Scholarship Fund are available for pick-up in the Business Office. Group representatives need to talk to their groups about picking up and selling tickets. Out of 119 classified staff only 30 have picked up tickets. Tickets need to be turned back in to Cindy McGee no later than April 30, 2010.

Rosey Miller presented the fundraising idea of holding a yard sale in conjunction with the town yard sale. The tables could be set up on the lawn in front of Shaw Hall. If it rains they could be moved to the porch of the Elbin Library or breeze way of Main Hall. We can borrow tables from the town and store items donated for the sale on campus until the day of the sale. Instead of pricing each item, entire tables will be marked as \$1/table, \$2/table, etc., coordinated with stickers. The day of the sale is May 1<sup>st</sup>, beginning at 9:00 a.m. until 3:00 p.m. Volunteers would be needed to set-up that morning and works shifts at the sale. Contact Rosey Miller (ext. 8208) regarding storing items for the sale, and Mary Ann Edwards (ext. 8000) if you would like to help set up or work a shift during the sale. Appalachian Outreach and the Salvation Army will be contacted to pick up items not sold. This is not a consignment sale and we don't want junk; all money will be donated to the Classified Staff Scholarship Fund.

A motion to accept the yard sale fundraising idea was then made by Terry Marsh and seconded by Cindy McGee; motion passed unanimously.

Clarification was asked for regarding the employee tuition waivers approved at the recent Board of Governor's meeting. The waivers will begin with the 2010-11 academic year. The tuition waivers will be for employees, their dependents, and spouses. It will waive 100% of tuition and would need to pay capital and course fees. Spouses and dependents would be verified on the most recent Federal 1040 tax return. Various dependent and graduate programs questions will need to be directed to Financial Aid.

A discussion followed regarding contracting out questions and budget issues on campus.

A motion to adjourn was made by Randy Radcliffe and seconded by Terry Marsh; motion passed unanimously. Meeting adjourned at 2:17 p.m.

The next meeting of Classified Staff Council is scheduled for April 8, 2010 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