



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – May 10, 2011

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

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

Administrators: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:35 p.m. by Chairperson Bo McConnaughy. Bo welcomed Jim Stultz, Vice President for Human Resources.

Chair McConnaughy asked if there were any questions or revisions to the minutes. There being none, a motion to accept the minutes from the April 13, 2011 meeting of Classified Staff Council; motioned passed unanimously.

**BOARD OF GOVERNORS:**

Bev Burke stated that although she was unable to attend the Board meeting, as part of the agenda the tuition and fees were approved for FY 2012. Mr. Stultz stated that the budget itself was not passed due to issues with it showing a loss. It did not take into account monies carried over from the last fiscal year. Mr. Wright revised the budget, which no longer showed a negative deficit.

Another item on the agenda was the reorganization and realignment of the institutional advancement and human resource functions of the University. These items went through with no questions. Mr. Stultz expressed some concern with the Provost view of Human Resources. The President indicated that the HR function will no longer be under the Provost's supervision. The concern is that HR is not as effective under the academic area and more administrative in nature. Ms. Burke stated that information regarding the reorganization needs to be distributed to the campus, along with clarification on what duties are being handled by those involved.

The next Board of Governors meeting will be held June 8, 2011 in the R. Emmett Boyle Conference Center.

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

The following is a report from the ACCE meeting held April 13, 2011 at Eastern WV Community & Technical College, Moorefield, WV:

- Eastern WV Community & Technical College President Dr. Charles Terrell welcomed the group to the campus and had a question and answer period for approximately 30 minutes.
- Dr. Shenita Brokenburr, Sr. Director of HR, HEPC/CCTC had a lengthy discussion with the group, asking each representative their thoughts on the legislation (SB 330) and if they have noticed any changes in their dealings with their HR Departments. During this discussion Dr. Brokenburr asked for updates on Classified Staff Council elections. The majority of campuses represented in the meeting had not held their elections. By statute, elections are to be held in April.
- Dr. Brokenburr continued with a discussion on SB 330. This was a large bill and there is a lot of work to be done. There will most likely be committees formed in the future with representation from ACCE. Committees previously formed will most likely continue to meet, those being Class & Comp, Wages, PIQ's, Job Descriptions and Performance Management. There will be HR function reviews and RFI's for HR functions. Some of the proposed groups/committees to be formed are the Joint Advisory Group, which will be the SB 480 group already in place. They will be developing a master plan to implement SB 330. Other groups will be job classification and training and development/needs assessment.
- The information to be presented to the CCTC on April 14<sup>th</sup> was reviewed and updated by the group.

- The Leadership Conference will be held at Canaan Valley June 13-15, 2011. The retreat will be held at North Bend July 18-20, 2011. Members can begin registering now for both.
- The next meeting is to be held at Concord University in Athens, WV on May 26, 2011.

**OLD BUSINESS:**

A request for nominations was sent to all Classified Staff members for nominations for the BOG and ACCE representatives. Though none were received, Beverly Burke will continue as the BOG representative and Mary Ann Edwards will continue for the ACCE. A request for nominations was also sent to all Classified Staff members for nominations for various groups needing a representative. Again, none were received and current representatives agreed to continue to represent their groups.

**NEW BUSINESS:**

The WLU baseball team was congratulated for making it to the WVIAC Tournament this weekend and for all those working on the grounds who had the campus looking great for commencement last Saturday.

The date for the Classified Staff picnic has been set for July 8, 2011. We are asking that all members of Classified Staff make an effort to solicit donations for prizes.

A question was asked as to why non-classified employees immediately begin accruing 16 hours of vacation time a month upon their employment. Mr. Stultz stated that he would check into this matter.

A question was asked as to why employees no longer receive a monthly breakdown of vacation/sick time. Mr. Stultz stated that the data base was lost and a discussion followed as to how this system needs to be upgraded.

Mr. Stultz stated that he attended a meeting last week covering many aspects of how the State system operates, one of the discussions being with regard to SB 330. A component of the Bill is an audit of Human Resources, similar to a financial audit. Policies and procedures will be looked at as part of the best practices standard, to be sure Federal and State regulations are being followed. Appropriate compensation for classified employees from a market perspective will also be reviewed.

It was also stated that at some point Classified Staff will have a representative participate with Human Resources representatives to determine best practices on policies and procedures. There have been some changes in the human resources functions and their roles. Classified Staff will see what is available to them to do their job and make a positive impact. A discussion followed with regard to changes in this area and whether the State could somehow tap-into gas drilling monies to pay for some of the items in SB 330 and what areas are impacted by SB 330.

Mr. Stultz stated that raises will again be following the Mercer scale step increases, with approximately 3% to those beyond the 15 year cap.

A brief discussion was held regarding PIQ's, job descriptions, and the need to keep them current. Compensation is driven by these documents. An updated evaluation process also needs to be in place, which is also tied to compensation.

A motion to adjourn was made by Terry Marsh and seconded by Stacie Groch; motion passed unanimously. Meeting adjourned at 2:30 p.m.

The next meeting of Classified Staff Council is scheduled for June 9, 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