



**COUNCIL of CLASSIFIED EMPLOYEES**  
**West Liberty University**

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**West Liberty, West Virginia 26074**

REGULAR MEETING – May 2, 2014

Present: Bev Burke (BOG), Mary Ann Edwards (4), Bruce Jochum (6/7), Bo McConnaughy (5), Cindy McGee (1), Ken Murray (6/7), Jill Nixon (ACCE), Alan Ramsey (5), Dawn Swiger (4)

Absent: Becky Bugaj (3), Stacie Groch (5), Travis Hinkle (3), Michelle Stack (1)

Guest: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 11:02 a.m. by Chair Bo McConnaughy.

Bo asked if there were any questions or revisions to the minutes. With one revision, a motion was made to accept the minutes from the April 10, 2014 meeting; motion passed unanimously.

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

HEPC Vice Chancellor for Human Resources Mark Toor, recently resigned and Trish Clay has been named Interim Vice Chancellor. Clay has a strong background in Human Resources and the classification end of things and how paperwork should flow in the State system. There have been a number of other resignations at the HEPC in the last few weeks.

The June 17<sup>th</sup> ACCE meeting will be held on West Liberty's campus from 9:00 a.m. – 3:00 p.m. All of Classified Staff Council are invited to attend or just stop through if they are interested.

**BOARD OF GOVERNORS:**

Bev stated that the majority of the Board meeting dealt with the budget for FY 14-15. There will be an increase for In-State tuition and some fee increases, and new programs were approved. A Nominating Committee was appointed for the upcoming change in officers for the BOG. None of the campus representatives were appointed to the committee. The next meeting of the Board of Governors will be held June 4, 2014.

**OLD BUSINESS:**

PIQ training will be scheduled when the new form is available.

A discussion was held as to whether to hold the picnic on campus or at the Gary E. West Event Center. Vans would be available to take people to the Center and bring them back. Bo is waiting on pricing information from Sodexo, but it was decided the picnic will be held at the Center on June 20, 2014.

A discussion followed as to whether all employees were required to take the driving test. The email received by employee's states:

“Any employee/student, who will be operating a state vehicle after 5/9/14, being reimbursed by the state for using their own vehicle, or using a rental car, must take this training prior to their travel, and all employees are being asked to take this training even though the don't think they'll be driving a state vehicle or be reimbursed.”

Since it doesn't state that the training is mandatory, many employees are opting not to take the training.

A recommendation was made to draft a letter with regard to the University considering the classified staff when making the decision to delay or cancel classes due to inclement weather. Mr. Stultz stated that we

need permission from the Chancellor to close the school. Current Procedure 235: Inclement Weather Class Cancellation, states that classified staff must account for their absence during a delay or cancellation of classes by use of accumulated annual leave or forfeiture of remuneration if they have no leave available to them. A discussion followed with regard to how other colleges and universities handle this; Mr. Stultz will bring more information to the next meeting.

Complaints have been received about campus communication and the number of emails distributed. A discussion followed regarding the weekly Hilltopper Headlines vs. the individual informational emails.

Mr. Stultz stated that there has been a lot of confusion about the pay adjustment and how the State says to handle. West Liberty has elected to give all classified employees with 15 years or less either their step increase on the Mercer scale or \$504; whichever is greater. Classified employees with 15+ years will receive the \$504; all effective July 1, 2014. Faculty will receive the \$504 effective with their contract and those receiving a promotion will get both. You must be a full-time employee for one year in order to receive the pay adjustment. There is no scheduled pay increase for non-classified employees. We will look at fall enrollment figures for any possible increases on January 1, 2015.

There was a brief discussion with regard to the Oasis System and the two-week payroll beginning January 1, 2015.

The question was asked whether the new holiday calendar was out, which it is not. It should be distributed by the end of June. A brief discussion followed.

The question was asked as to how many Pay Grade 9 employees there are at WLU. There appear to be six (6). A discussion followed with regard to temporary job duties and when the duty should be added to a PIQ.

**NEW BUSINESS:**

The question was asked whether the child of a faculty member would be able to receive money from the Classified Staff Scholarship Fund for the study abroad program; they would not.

Bo reminded the group of the faculty/staff get together at Generations this evening from 4:00 – 6:00 p.m.

Bo's last day on campus for the summer is Friday, May 30, 2014. If you need to contact him call his cell phone.

A motion to adjourn was made by Bruce Jochum and seconded by Ken Murray. The meeting adjourned at 12:01 p.m.

The next regular scheduled meeting of Classified Staff Council is June 12, 2014, room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Mary Ann Edwards, Secretary