

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: JANUARY 13, 2005

REGULAR MEETING – JANUARY 13, 2005

Present: Ed Stewart, Council Vice-Chairperson (I), Stephanie North (III), Rhonda Tysk (III), Arlene Lawson (IV), Mary Ann Edwards (V), Alan Ramsey (V), Roger Bertelli (VII), Randy Hollingshead (VII), Mary Kosar (BOG), Barb Neuman (ACCE).

Absent: Nancy Quigley (I)

Motion to accept minutes from the December 9, 2004 meeting made by Mary Kosar, Arlene Lawson seconded the motion. Minutes accepted.

BOARD OF GOVERNORS – Mary Kosar, Board of Governor’s representative stated that there was nothing to report at this time. The next BOG meeting will be on January 26, 2005 at 5:30 p.m. Staff Council is on the agenda for this meeting.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) – Barb Neuman, ACCE representative reported the following from the December 15, 2004 meeting:

During the October 2004 legislative interim meetings, legislators requested a report on institutions with salary policies for faculty, classified employees and non-classified employees and whether the policies contain a merit component. (State law requires institutional governing boards to adopt salary policies for faculty and classified employees, but says nothing about non-classified employees). A report was presented to LOCEA at the November 2004 legislative interim meetings. Since that meeting, one institution (WVU at Parkersburg) has submitted a change in the original information reported. (Barb provided each of the staff council members with a copy of the Higher Education Salary Policy Information report).

The report indicates that fifteen institutions have faculty salary policies; thirteen have classified employee salary policies; and eleven have non-classified salary policies. Of those salary policies, all the faculty policies contain a merit component; all of the non-classified policies contain a merit component; and two the classified policies contain a merit component.

At the end of the presentation of the report, LOCEA members requested a report on institutional compliance with statutory requirements for other policies.

Commission staff is in the process of working with institutions to prepare such a report and to develop timelines for institutions to have all statutorily-mandated policies in place. Commission staff expects to present that report at the January 2005 legislative interim meetings.

Barb also provided each staff council member with a copy of an article from The Journal which discussed enrollment numbers at WV public colleges, universities. An excerpt from the article is as follows: “There were 2,008 more students

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attending public colleges and universities in West Virginia this fall compared with last year, according to enrollment figures released Thursday.

The 2.5 percent increase to 82,845 students is noteworthy because of a declining number of high school graduates in the state, officials with West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education said.

Enrollment in baccalaureate and research institutions rose by 1,459 students, or 2.4 percent, to 61,841. Among those 12 schools, West Virginia University's increase of 995 students was the highest, followed by Shepherd University's 355 new students. West Liberty State College's loss of 165 students, or 6.6 percent, was the largest decrease among the six schools experiencing a drop in enrollment.

December ACCE meeting started preparing for the 2005 Legislative session, we reviewed and passed the ACCE by-laws and there was discussion of Series 8 - Personnel Administration.

Also during the HEPC December meeting, they approved recommendations for each of the institutional compact update reports from the institutions with baccalaureate and higher level degree programs for 2003-04. I have attached the background, basis for evaluation and WLSC Compact Review. Please see your SC Rep. to review and/or copy the report. In summary/recommendations for WLSC: "Recommend approval of the update to the institutional compact. Major challenges are to enhance enrollment levels, to increase the percentage of faculty holding terminal degrees, and to increase the student success rate in developmental courses. The institution needs to continue implementation of its multi-year plan to restore adequate fund balances, especially in auxiliary enterprises. Other significant financial challenges include lack of timely audit reporting – an unacceptable trend which has occurred for the last three years and must be addressed. A major strength is the success rate in passing licensure exams."

There was an open Series 8 (personnel administration [classified staff]) meeting held at Marshall University Graduate Center in Charleston on January 6, 2005

I would like to note from the ACCE members in attendance they had only good and positive things to say about the meeting. As a reminder this will be a very long process in reviewing the personnel rules and what I am addressing at this time will change many times with the help and input of classified employees. I have attached the list of the "Work Advisory Group" that will be working and meeting on Series 8, (see your group rep). As an employee you have the responsibility to yourself and employees that follow you, to give input to your ACCE reps. ACCE will be working very closely with each other to relay information received from classified

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staff.

A summary of the January 6, 2005 Series 8 Open Meeting:

1. Drill-down communication needed from president to employees
2. Better understanding and explanation of Series 8.
3. Integrate other policies into Series 8 (Series 14: Holidays, Series 31: Ethics, Series 38: Employee Leave, Series 39: Classified Employees, Series 40: EEO/AA).
4. Clearly defined bumping policy
5. Consistency in salary schedule
6. Clearly define differences in promotion vs. misclassification
7. Look at misclassification and promotion issues as related to reduced time positions.
8. Should classification and compensation be a separate rule if the new rule truly is one for all classes of employees (classified, non-classified, faculty)?
9. The committee should review what areas should actually be included in Series 8
10. "Say what you mean and mean what you say." In other words, no weasel language and put accountability measures in the rule.
11. Equity was lost when flexibility was given to the institutions under the current governance structure. The legislature has made it clear many times that classified employees are to have fair and equitable classification and compensation systems
12. Better definitions are needed for positions in determining what and if benefits eligible (.53 vs. 1.0 FTE).
13. Clearly define full load for faculty
14. Define long-term employment and its value
15. Penalties for institutions, which do not comply with rules.
16. Clear definitions for zero step and equity step.
17. Establish deadlines for departments to complete the PIQ process (HR has 30 days to make a decision once a PIQ reaches them but departments have no deadlines in which to comply).
18. Compensation Review Committee in current Series 8 appointed but never met. Such a committee with constituency representation is necessary.
19. JEC needs to develop a systematic plan for completing job family reviews. This is necessary in order to maintain the integrity of the classification system.
20. Red-lined employees – How can the schedule always be moving to prevent employees from being red-lined?
21. Salary schedule is not being utilized by all institutions as a "years of service" schedule.
22. Define on which step a re-hire is placed.
23. Who is accountable for institutions not complying with percentages provided for non-classified employees?
24. Define critical non-classified and who makes that determination.
25. Entry rates need to be updated to reflect the entry rates on the salary schedule

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in code.

26. A disciplinary policy with the processes needs to be developed.

27. Mandatory staff development and supervisor training.

28. FLSA determination of whether positions are exempt or non-exempt. This needs to be consistent among institutions (should be the responsibility of the JEC to determine).

29. WVNET and Central Office Staff – unclear at times if these groups are under the umbrella of Series 8. Determine status.

30. Outsourcing.

31. Annual leave – accrual rate should be the same for classified and non-classified.

32. Should there be one salary schedule for everyone or should there be differentials for location?

These are some of the items that were mentioned in the first scheduled open meeting (this summary was provided by the ACCE Chair. This committee is off to a very good start with recommendations. I will keep classified staff updated as changes are being made. I am asking each classified employee to review these changes as I submit them to you. Contact me with any suggestions, corrections and/or additions you may have. My email address is neumanba@wlsc.edu and my phone number is ext. 8182. I cannot express enough to you as an employee the importance of Series 8, it affects each and everyone of you as an employee.

OLD BUSINESS – Staff Council would like to thank Dr. Owens for the Staff Appreciation Day/Christmas party held on December 16th. There was a very good turnout and those in attendance had an enjoyable time.

Congratulations go out to Beverly Burke who was presented with the Classified Staff Excellence in Service Award at the party.

New staff council members were recruited during the get-together and they are as follows: Mary Ann Edwards and Alan Ramsey representing Group V. Randy Hollingshead representing Group VII. All groups are now fully covered with the exception of Group IV whose only representative at this time is Arlene Lawson. (Each group is supposed to have 2 representatives). A warm welcome and a thank you go out to Staff Council's newest members!

Concern was once again raised about the lack of staffing in the Registrar's Office and the fact that this lack of staffing is having and will continue to have a negative impact on the service to our students. West Liberty has always been known as providing excellent service to our students and we certainly do not want to lose that reputation. Students have contact with the Registrar's Office for a multitude of reasons and we must be able to meet their needs. Word of mouth is an extremely

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important marketing tool for the College which can have either a negative or a positive impact.

Concern was also raised by a lack of faculty. While the College is working hard on increasing enrollment, many times there is a lack of space to put students into classes that they need due to classes filling up. While this is a good problem to have it can also cross the line to have a negative impact if students get frustrated and leave WLSC.

Since ACCE has completed and approved their by-laws, Staff Council can now continue to proceed with their by-laws.

Ed Stewart is continuing his work on the Staff Council website.

Although Staff Council had previously received a satisfactory response from Dr. McCullough on clarification of the policy that is to be followed when the College is closed due to weather issues, it appears that further clarification is still needed. The issue was raised on why certain offices had to remain open on Friday, January 7th and on the afternoon of Thursday, January 6th after it had been announced that the College was closed?

NEW BUSINESS - Bo McConnaughy, Staff Council President has resigned. Bo has served Staff Council well with a lot of fortitude and his presence and hard work will be missed. Ed Stewart, Council Vice-Chairperson will assume Bo's duties for now.

Suggestions for boosting employee morale were discussed and an idea for an "employee of the month" is something we would like to pursue.

Meeting adjourned.

NEXT MEETING: February 10, 2005, 1:30 p.m. Library Conference Room.
Meetings are open.

Minutes respectfully submitted by Council Secretary, Rhonda Tysk.

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MINUTES OF MEETING: FEBRUARY 10, 2005

REGULAR MEETING – FEBRUARY 10, 2005

Present: Ed Stewart, Council Vice-Chairperson (I), Nancy Quigley (I) Stephanie North (III), Rhonda Tysk (III), Arlene Lawson (IV), Mary Ann Edwards (V), Alan Ramsey (V), Roger Bertelli (VII), Randy Hollingshead (VII), Mary Kosar (BOG), Barb Neuman (ACCE).

Motion to accept minutes from the January 13, 2005 meeting made by Mary Kosar, Stephanie North seconded the motion. Minutes accepted.

BOARD OF GOVERNORS – Mary Kosar, Board of Governor’s representative reported the following from the January 26, 2005 BOG Meeting: Two Action Items were discussed to be placed before Faculty, Staff and Students for a 30-day comment period. Those items are:

1. Funding of Intercollegiate Athletics Policy
2. Audit Committee Charter

There was also another Action Item presented to the Board entitled: “Town of West Liberty Easement Request Resolution”.

Revised ByLaws of The Board of Governors of West Liberty State College was adopted.

Bernie Twigg commended Pat Henry and his staff for their hard work completing the 2003 and 2004 audit. While he commented on the audit going well, he also made note that WLSC still has a long road ahead. A copy of the audit report was given to each Board member. The Board approved these audits.

Pat Henry provided the Board with this years budget balances as of January 26th and mentioned that there has been no word of possible mid-year reduction from the state. He also provided a draft for FY 06 budget. As of the board meeting, Dr. Owens informed the Board that there has not been a reversal on the 6% budget for next year.

J.D. Carpenter provided a copy of “Spring 2005 Enrollment Snapshot” along with comments on a positive note: Compared to Feb. 1, 2004, we are 34 applications ahead, we have accepted 13 more Elbin Scholars (3.75 GPA with 27 ACT), and we have accepted 10 more students with a 4.0 GPA from last year.

Each Board member was provided with a DRAFT entitled “A Vision for West Liberty State:”

Dr. McCullough reported WLSC will be hiring seven new faculty members due to retirement. Six of which will have terminal degrees. This alone could save the

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college between \$140 - \$150 thousand dollars. West Liberty has 5 programs for review with HEPC.

Mary also reported that she had received information passed on to her from Dr. Owens that although according to Chancellor Mullen the 6% reduction in budget will not be restored, that WLSC had already prepared for this reduction.

Staff Council is on the agenda for the next BOG meeting to be held on March 16, 2005.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman, ACCE representative reported that ACCE met at Marshall U. Graduate Center in Charleston, February 2, 2005. Margaret Buttrick, from HEPC reported that 2 employees from West Liberty State College filing grievances prevailed. 1. Mr. Nesbitt has been reinstated but there are some issues directly related to back pay/benefits award that are still in litigation. 2. Ms. Hendershot resigned her position prior to the Supreme Court denying the petition for appeal. She is going back to court. Ms. Buttrick noted these grievance decisions recreated the question about how FTE should impact the RIF calculations and the chancellors are to address this with the legislative leadership during the 2005 session. The HEPC's approved for the Chancellors to review the WV Code on bumping.

Dennis Taylor, Vice Chancellor attended the ACCE meeting. He spoke on the progress of writing Series 8, personnel rule for employees. Mr. Taylor stated as the committee moves forward information will be put on-line for comments and welcomes all employees input. Mr. Taylor elaborated on a very meaningful statement from our ACCE president, Ms. Neal, "Say what you mean and mean what you say", make the meaning clear on personnel rules when submitting ideas. Mr. Taylor also provided ACCE reps with copies of Fall 2004 personnel data submitted by each institution listing benefits-eligible employees only. This information was provided to the Co-Chairs of Education Subcommittee A – Senator Plymale and Delegate Campbell. This information is in an effort to try and have our retirement contribution increased by 1.5%. Information submitted by WLSC and the cost: Faculty – 100 cost of increase \$70,946; Non-classified – 37 cost of increase \$29,447; Classified employees – 90 cost of increase \$42,288; Total 227 total cost of increase \$142,681. ACCE reps expressed their concerns about the number of faculty at some institutions listed on the report. Mr. Taylor seriously considered those concerns and found that there were errors and sent a revised report.

The BOG rep, Staff Council Chair and the ACCE rep will be attending a "Classified Employee Leadership Conference" being held June 15-17, at Stonewall Jackson Lake.

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OLD BUSINESS – ByLaws for Staff Council continue to be worked on.

NEW BUSINESS - Dr. Owens asked that each Staff Council member be given a copy of “The West Liberty Vision” and ask that each member take the time to read over it before we meet with the President’s Council on Tuesday, February 15th. A copy was distributed to each Staff Council member. We will add this to our agenda as item #9 for our upcoming meeting with President’s Council.

A discussion was held regarding the proposed agenda for the President’s Council meeting. Suggestions were made on some minor revisions to the proposed agenda. The revisions will be made and a copy of the agenda will be given to Dr. Owens this afternoon.

Staff Council will be holding elections on April 12, 2005 from 11:00 a.m. to 1:00 p.m. Barb Neuman noted that when the Staff Council Chairperson was elected in the past that the person was voted on by Staff Council members only. Barb suggested that according to WV Code the Staff Council Chairperson should be elected by a campus-wide vote. Arlene Lawson made a motion that we have a campus-wide vote for the Staff Council Chairperson. Stephanie North seconded this motion. A vote was taken from all Staff Council members and it was unanimously agreed that we will have a campus-wide election for that position.

We are currently taking volunteers as well as nominations for the upcoming April 12th election. Classified Staff reps, Board of Governor’s rep, ACCE rep and Classified Staff Chairperson will all be elected at this time. Please see the attached Group listings and notify Arlene Lawson at ext. 8061 or by email at lawsonaj@wlsc.edu or by campus mail at Box #134 with your nominations or if you wish to volunteer to be placed on the ballot. All nominations must be received no later than March 31st so that we have time to prepare the ballots for voting.

Arlene Lawson reported that the Staff Development Committee will remain the same for now and therefore elections will not take place at this time.

Ed Stewart gave each Staff Council member, for our review, a copy of the Classified Staff Employee Scholarship Statement of Individual Fund Activity report that is given to us on a quarterly basis. He also gave us, for review, a listing of each Staff Council member’s name and campus phone number that will be given to BOG members as well as being posted on the Staff Council web page.

Nancy Quigley reported that interviews will begin next week for the position in the Registrar’s Office.

A question was asked about when and why the change took place for committees

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to be formed every time there is a job opening on campus. Barb Neuman commented that she thought that a policy was adopted making this change. Mary Ann will check on the hiring policy.

Meeting adjourned.

NEXT MEETING: March 10, 2005, 1:30 p.m. Library Conference Room.
Meetings are open.

Minutes respectfully submitted by Council Secretary, Rhonda Tysk.

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MINUTES OF MEETING: MARCH 10, 2005

REGULAR MEETING – MARCH 10, 2005

Present: Ed Stewart, Council Vice-Chairperson (1), Nancy Quigley (1) Stephanie North (2), Rhonda Tysk (2), Mary Ann Edwards (3), Alan Ramsey (3), Arlene Lawson (4), Roger Bertelli (5), Mary Kosar (BOG), Barb Neuman (ACCE).
Absent: Randy Hollingshead (5)

Motion to accept minutes from the February 10, 2005 meeting made by Arlene Lawson, Roger Bertelli seconded the motion. Minutes accepted.

BOARD OF GOVERNORS – Mary Kosar reported that Staff Council is on the agenda to meet with the Board of Governors at their regular meeting on March 16, 2005 and handed out a copy of the agenda to each Staff Council member. She reported that Bernie Twigg, Chairperson of the Board of Governors, has requested a copy of our agenda along with any attachments. Council asked who would be in attendance at the BOG meeting on the 16th. In addition to Mary, Barb, Ed and Mary Ann, the following people indicated that they would also be in attendance: Stephanie North, Nancy Quigley and Rhonda Tysk. Mary reported to Staff Council that she, Barb, Rhonda and Ed have been meeting at lunch time to put together our agenda to present to the Board. Each Staff Council member was given the agenda and each item was discussed so that if any revisions were to be made, we could make them immediately so that we could then provide to the Board our agenda.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman reported that their meetings are scheduled for March 15th and 16th. Appointments are set up with legislators. Barb handed out copies of the ACCE Legislative brochure. Barb will also be giving a copy of the brochure to each BOG member.

OLD BUSINESS – Arlene reported the following regarding the upcoming elections for Classified Staff Council: Most of the nominations so far have come from people who are currently Staff Council members. They are as follows: Barb Neuman for ACCE rep; Mary Kosar for Board of Governors rep; Ed Stewart as Staff Council Chairperson/group rep; and the following for group reps: Stephanie North (Group 2), Rhonda Tysk (Group 2), Mary Ann Edwards (Group 3), Alan Ramsey (Group 3), Michelle Panepucci (Group 4).

Staff Council would like to issue a reminder to please contact Arlene Lawson (lawsonaj@wlsc.edu) with your nominations. We need to elect an ACCE rep, a Board of Governors rep, and two reps from each group. Elections will be held on April 12, 2005 from 11:00 a.m. to 1:00 p.m. To print an updated group listing, please go to the WLSC website, click on “faculty and staff”, then “classified staff”, then “groups”.

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When Staff Council met with President's Council on February 15, 2005, concern was expressed regarding the mail room and various issues that have been brought to our attention by members of staff as well as faculty. If anyone still has any concerns or if anyone has seen improvement regarding this issue, please let your Staff Council rep know.

NEW BUSINESS - The Human Resource Office gave the following employee updates: Resignations: Donna Brannan - 1/28/05; Keith Phillips - 1/31/05; Belinda McCardle - 1/14/05; Dave McCracken - 12/31/04.

Re-instated employee: Ted Nesbitt - 11/16/04

New Hire: Clarence D. Custer, Campus Safety - 3/1/05

Meeting adjourned.

NEXT MEETING: April 14, 2005, 1:30 p.m. Library Conference Room.
Meetings are open.

Minutes respectfully submitted by Council Secretary, Rhonda Tysk.

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MINUTES OF MEETING: APRIL 14, 2005

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REGULAR MEETING – APRIL 14, 2005

Present: Ed Stewart, Council Vice-Chairperson (1), Nancy Quigley (1) Stephanie North (2), Rhonda Tysk (2), Mary Ann Edwards (3), Alan Ramsey (3), Arlene Lawson (4), Roger Bertelli (5), Randy Hollingshead (5) Mary Kosar (BOG), Barb Neuman (ACCE).
Guest: Dr. J.D. Carpenter

Motion to accept minutes from the March 10, 2005 meeting made by Mary Kosar, Arlene Lawson seconded the motion. Minutes accepted.

BOARD OF GOVERNORS – Mary Kosar reported the following from the March 16, 2005 Board of Governors meeting:

Dr. Owens reported that West Liberty is making good progress in the number of faculty holding terminal degrees by filling those faculty positions vacated due to retirement or resignations with new faculty holding a terminal degree. West Liberty is close to having 20 nationally accredited programs. Dr. Owens shared the Vision with the Board members and mentioned all the positive support and good suggestions received. One concern was the words “liberal arts college” and changing it to read “comprehensive”. Questions asked by Board members: 1) How the increase in GPA and test scores will affect enrollment in which Dr. Owens responded that this increase would be done incrementally. 2) Would this be an issue with people holding the bonds? 3) In the state system, do other institutions have a vision written?

A motion was made to table the approval of the “Funding of Intercollegiate Athletics Policy” until next meeting. The Board asked that individuals involved in writing of any policy be available to answer questions before action is taken to approve.

The Board approved the dissemination of nine rules and policies for the 30-day comment period.

The Board approved an honorary degree from WLSC for Gayle C. Manchin to be presented at the May 2005 commencement.

Pat Henry provided financial information, FY '05 budget information items and quarterly reports, along with FY '06 preliminary budget and fees. Anyone interested in viewing may stop in Mary's office.

Dr. McCullough reported that starting in May, students can go online to receive grades, unofficial transcripts and also have the ability to register on-line for classes.

The number of on-line courses has doubled at WLSC. The Board approved eight different programs that were up for review. The Board also approved the submission of the new degree proposal for a Bachelor of Applied Science (B.A.S.) Degree, contingent upon approval by the faculty senate.

Dr. Carpenter presented enrollment update and provided the Board with a copy of a pamphlet titled “Parents Guide” which targets the parents in the recruiting process. A

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video will also be shown at the next BOG meeting. A current application status shows number are up for in-state students and down in out-of-state.

Vote was taken and approved by the Board to change two assistant football coach positions to “non-classified, critical”. One Board member voted against this change and one Board member abstained.

Genny McIntyre reported that two positions have been filled in the Development Office and also announced West Liberty receiving its first on-line gift.

Jeff Turner provided a campus project update.

Classified Staff made their presentation to the Board at this meeting. Since the meeting was running so long, Bernie Twigg offered to meet with the Staff Council at an informal meeting at a later date. Staff Council accepted his invitation.

The next Board meeting is scheduled for Wednesday, April 27th at 5:30 p.m.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman reported that Senate Bill 418, the bill to freeze PEIA premiums until January 1, 2006, was passed by the legislature. Also, Senate Bill 603, the higher education flexibility bill, passed. This will be a pilot program for the next 3 years for WVU and Marshall University. Series 8 Personnel Rules work group continues their work on the rules. They are on-line for viewing and comment. The next ACCE meeting is scheduled for May 4, 2005 at WVU.

OLD BUSINESS – Arlene Lawson reported that Staff Council elections that were scheduled to take place on April 12th were not necessary due to lack of nominations. Therefore the following groups are represented as follows: Barb Neuman ACCE rep; Mary Kosar Board of Governors rep; Ed Stewart Staff Council Chairperson; and the following for group reps: Nancy Quigley (Group 1), Stephanie North (Group 2), Rhonda Tysk (Group 2), Mary Ann Edwards (Group 3), Alan Ramsey (Group 3), Roger Bertelli (Group 5), Randy Hollingshead (Group 5). Arlene Lawson who currently represents Group 4 will be retiring in June.

Arlene was currently Group 4’s only representative. Therefore, as of June, Group 4 will not be represented. Also, Nancy Quigley is currently the only person representing Group 1. Ed Stewart, also from Group 1, cannot be counted as a Group representative due to the fact that he is serving as Council Chairperson.

Anyone that is in Group 1 or Group 4, please consider representing your respective groups on Staff Council. Please contact Arlene if you are interested. She may be contacted by email at lawsonaj@wlsc.edu. To view and/or print the updated group listings, please go to the WLSC website, click on “faculty and staff”, then “classified staff”, then “groups”.

NEW BUSINESS – Mail room issues were discussed. A campus-wide email was sent out stating that mail is generally not ready at the West Liberty Post Office until after 10:30 a.m. A representative from the West Liberty Post Office responded in writing that this is not true and that mail can be picked up before that time. Roger Bertelli stated that

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he has been told that he can pick up mail from the West Liberty Post Office at 9:30 a.m. It was suggested that we include Jason Woods in any further discussions to find out any concerns that Jason may have regarding mail distribution issues and to find out if there is anything we can do to help the process.

Dr. J. D. Carpenter attended the meeting and addressed Staff Council with the following proposal: It is being proposed that during the summer that the College operate under a flex schedule, thus allowing staff to have an additional day off each week during the summer months. The College will still remain open Monday through Friday, however the hours would be extended 8:00 a.m. to 6:00 p.m. Staff could then work the extended hours but only have to work 4 out of the 5 days of Monday through Friday. Your requested day off would be worked out within each staff members respective office with approval from your supervisor. If this is implemented, it would not be mandatory for all employees. Staff Council expressed concern that all offices would follow this schedule and that all supervisors be made aware that their office staff would have this available to them. J. D. assured Staff Council that directives to all supervisors would be made clear. Staff Council voted to support this proposal (with the exception of one Staff Council member who abstained from voting). J. D. indicated that he would relay our support to President's Council and get back with us on the final decision.

Stephanie North was asked about the "Employee of the Year" progress and she reported that she is working on putting this together.

Question was made on the proposed policy document #14 that is currently out there for a 30-day viewing and comment period regarding the "regulations of speed, flow, and parking of vehicles on campus". The question is whether or not there is any liability for accidental damage caused by maintenance equipment to vehicles parked on campus as was the policy in the past? According to section 1.4 of that proposal, although the campus police officers will monitor parking lots, West Liberty State College assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus. Does this mean that if there is accidental damage caused by maintenance equipment, there would be no liability of the College for said damage?

Ed Stewart will email Brian Warmuth to get an answer as to whether the Head Football position is critical or policy so we may update our records.

Meeting adjourned.

NEXT MEETING: May 12, 2005, 1:30 p.m. Library Conference Room.
Meetings are open.

Minutes respectfully submitted by Council Secretary, Rhonda Tysk.

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COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: MAY 12, 2005

REGULAR MEETING – MAY 12, 2005

Present: Ed Stewart, Council Vice-Chairperson (1), Nancy Quigley (1), Cindy McGee (1), Stephanie North (2), Rhonda Tysk (2), Mary Ann Edwards (3), Alan Ramsey (3), Dreama Bush (4), Randy Hollingshead (5)
Mary Kosar (BOG), Barb Neuman (ACCE).

There is a correction from the April meeting. The date of the April meeting should have read April 14, instead of April 13. The correction was noted and a motion was made by Mary Kosar to accept the minutes. Stephanie North seconded the motion. Minutes accepted with the correction of the date.

BOARD OF GOVERNORS – Mary Kosar reported the following from the April 27, 2005 Board of Governors meeting:

Schedule of BOG meetings for fiscal year 2006 was submitted. After changes are made and approved, the dates and times for next year's meetings will be included in Staff Council minutes. The dates are also listed on-line through the WLSC website. WLSC's 2006 budget has been submitted and waiting for the Policy Commission's approval. Election of Board of Governor's officers for next year will be moved from April's meeting to June's meeting. The BOG adopted the policy #13 titled: Funding of Intercollegiate Athletics as written. The BOG approved the dissemination of two salary policies for a 30-day comment period.

1.) Non-Classified Salary Policy #23

2.) Classified Staff Salary Policy #24

Administration provided information to the Board. Full BOG minutes are available for review in Mary Kosar's office.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman, ACCE representative reported that ACCE met last week. Vice-Chancellor, Dennis Taylor was with ACCE for entire meeting and Barb commented that he was very helpful.

Overall consensus from Staff Council for the salary/merit policy out for 30 day comment is that the language is not clear. It was suggested that a meeting be set with Dr. Owens and Mr. Warmuth for further discussion. Employees are encouraged to meet with their representatives to discuss this policy on salary and merit and to give comments. The comment period will soon be over; suggestions must be received by the first part of June. If NO comments are received from classified staff, Staff Council will assume that you are in favor of this policy and we will pass this information on to the President for approval of the policy. Staff Council cannot express enough the importance of your input on this policy; it affects your salary for many years once passed. It is important that the language be clear for your future. The 30 day comment period is your time to submit your professional suggestions to

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the President and the BOG to take under advisement.

Funding was asked to be provided through the budgets of Dr. Owens, Mr. Henry, or Mr. Davis for the Staff Council Chair to attend the ACCE Leadership Conference at Stonewall Jackson in June. The request was denied due to no funds being available in their budgets for the Staff Council Chair. Mr. Henry provided Barbara with WV Code showing code does not state where institutions are to provide any funding for travel of Staff Council.

OLD BUSINESS – Staff Council met with President’s Council on May 3, 2005. Our agenda included discussion of the following items:

1. Reporting of statistical data to Charleston 6. Summer flex hours
2. Update on Campus Mail Center concerns 7. Vision Statement
3. Classified Staff Events, ie., summer picnic/pep rally, Christmas party
4. General Parking Concerns
5. Employee raises

The minutes of this meeting will be forthcoming.

Stephanie North reported that nominations for “Employee of the Year” are due by Monday, May 16th.

Ed Stewart reported that he had received a reply back from Brian Warmuth to Staff Council’s question as to the Head Football Coach position being classified as policy or critical. The answer is that it is classified as critical.

NEW BUSINESS Rhonda Tysk reported the following employee updates that were reported to her from the Human Resource Office:

Janette Henthorn - “Recall”

Administration Secretary, PG 10 - Split between the Business Office and Physical Plant

(This is an 18 month – benefits eligible – position)

Rebecca Bugaj - “New Hire”

Administrative Secretary, PG 10 - Alumni Department

Kathleen Bryan - “New Hire”

Records Assistant I, PG 7 - Registrars Office

Clarence Custer - “New Hire”

Campus Police Officer, PG 16 - Campus Safety

Staff Council welcomed its newest members. Cindy McGee was in attendance representing Group 1 and Dreama Bush was in attendance representing Group 4. We thank them for agreeing to represent their respective groups.

Ed Stewart provided the quarterly funding report on the Classified Staff Employee Scholarship. The income currently available for program activity as of March 31, 2005 is \$3,300.57.

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Stephanie North wanted to make everyone aware that recently there have been comments made that the Admissions Office is not answering the telephone at ext. 8076. She explained that due to the change in the phone system, x8076 now has 3 lines that can ring at the same time. Obviously, only one of those lines can be answered at a time. The design of the new system has created a problem when it comes to other personnel in the office attempting to “pick-up” on one or both of the additional lines when they do ring. However, if someone else’s phone has also started ringing at approximately the same time, you may be picking up that person’s phone instead of the 2nd or 3rd line on the 8076 extension. The Admissions Office staff is working together with Paul Teufel to try and alleviate these problems.

Mary Kosar said that a member of classified staff asked about clarification with the hours of the proposed “flex” time for the summer months. This issue was discussed when Staff Council met with President’s Council also. At President’s Council we were told by Dr. Carpenter that he would have an answer to us after he met with Pat Henry.

Meeting adjourned.

NEXT MEETING: Wednesday June 8, 2005, 1:30 p.m. Library Conference Room. Meetings are open.
Minutes respectfully submitted by Council Secretary, Rhonda Tysk.

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REGULAR MEETING – JUNE 8, 2005

Present: Ed Stewart, Council Vice-Chairperson (1), Mary Kosar (BOG), Nancy Quigley (1), Cindy McGee (1), Stephanie North (2), Rhonda Tysk (2), Dreama Bush (4), Roger Bertelli (5).

Absent: Mary Ann Edwards (3), Alan Ramsey (3), Randy Hollingshead (5), Barb Neuman (ACCE).

There is a correction from the May meeting. Roger Bertelli (5) was not listed as being present at the May 12, 2005 meeting. The correction was noted and a motion was made to accept the minutes with the noted correction of Roger Bertelli's attendance at that meeting.

BOARD OF GOVERNORS – Mary Kosar noted that there was nothing to report at this time and that the next Board of Governors meeting will be held on Wednesday, June 22, 2005 at 5:30 p.m. The Classified Staff Salary Policy will be discussed at that meeting.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman, ACCE representative is on vacation and therefore there is no ACCE information to report at this time.

OLD BUSINESS: At the May 12, 2005 meeting it was discussed that comments had been made that the Admissions Office is not answering the telephone at ext. 8076. Stephanie North explained at that time that problems had arisen due to the change in the phone system. As of this date the problem has been corrected with the exception of a few minor details that are still being worked out.

NEW BUSINESS: Ed Stewart provided the quarterly funding report on the Classified Staff Employee Scholarship. The income currently available for program activity as of April 30, 2005 is \$3,328.61.

Concerns about the recent installment of flex time for the summer months was addressed and the issues expressed were as follows: when the concept of "flex time" for the summer months was initially presented to Classified Staff Council, it was presented as follows:

- a. employees in the main "high public traffic" areas (ie: Admissions, Business Office, Financial Aid Office, Registrar's Office, Housing Office) would work extended hours 4 days per week, thus allowing employees to have an extra day off each week. The above offices would still be open 5 days per week, therefore a schedule within each office would need to be worked out so that the various offices

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would be covered at all times.

- b. The proposed possible hours would be either 7:00 a.m. – 5:00 p.m.; 7:30 a.m. – 5:30 p.m.; or 8:00 a.m. – 6:00 p.m. Every office would work within the time frame of one set of these proposed hours. The time selected would be chosen by whatever the majority of people would want.
- c. This proposal of flex time is for the purpose of boosting employee morale.

Staff Council discussed the proposal and stated that as long as “every” office was on the same page with this idea, thus everyone participating so as not to cause any conflict, then the proposal sounded like it could work. Our concerns were expressed that this idea would not work if everyone involved did not participate and that instead of boosting employee morale, it could very well have the opposite affect. Staff Council was aware that certain “one-person” offices (not mentioned above) would not be able to participate, for obvious reasons, and that was understood.

As of Monday, June 6, 2005, flex time began. However, the following points were noted:

- a. the Business Office is not participating
- b. only 2 out of 6 people in the Registrar’s Office are participating
- c. only 3 out of 6 people in the Admissions Office is participating
- d. the staff in the Financial Aid Office has no choice but to participate due to the small staffing.
- e. no choice was offered on the hours as was initially presented.

Due to this information, Staff Council is concerned that while the original intent of flex time was to boost employee morale, it may have in fact had the opposite affect.

Another item of discussion was how a flex schedule affects “exempt” employees. We will check with the Human Resource Office for the policy on this issue.

The proposed Classified Staff Salary Policy was discussed and it is the intent of Staff Council to request an extension on the 30-day comment period. We have drafted a letter to the President that will be given to him before the deadline of June 13th, requesting this extension. Staff Council made an appointment to meet with Dr. Owens and Brian Warmuth regarding the salary policy. We were given the date of May 31st. However, we were notified that this meeting was cancelled. Brian Warmuth has offered to re-schedule a meeting with Staff Council which we would like to schedule as soon as possible. It is the consensus of Staff Council that the language used in the proposed policy is unclear. We do not feel equipped to properly respond with revisions until we understand the language currently used in this proposed policy.

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A Revised Table from the HEPC of the Cost to Fund Classified Salary Schedule, Zero Step – Fall 2004 Personnel Data was recently given to Staff Council. Staff Council has expressed their concern on several occasions that this table continues to show West Liberty State College as having an employee listed as being below the zero step equity. Once again, on this “revised” table that is dated HEPC Meeting June 10, 2005, it is still showing that West Liberty has an employee that is below zero step equity. Staff Council would like to once again express their concern about this inaccurate information and ask what steps can be taken to have this information corrected. This information affects state appropriations of funding.

Meeting adjourned.

The next Classified Staff Council meeting is scheduled for Tuesday, July 5, 2005 at 1:30 p.m. Meetings are open.

Minutes respectfully submitted by
Rhonda Tysk, Classified Staff Council Secretary

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These minutes will be provided as soon as possible.