

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: JULY 5, 2005**

REGULAR MEETING – JULY 5, 2005

Present: Ed Stewart, Council Chairperson (1), Mary Kosar (BOG), Cindy McGee (1), Stephanie North (2), Rhonda Tysk (2), Mary Ann Edwards (3), Alan Ramsey (3) Dreama Bush (4)

Absent: Nancy Quigley (1), Randy Hollingshead (5), Roger Bertelli (5), Barb Neuman (ACCE).

A motion to accept the minutes from the June 8, 2005 meeting was made by Stephanie North, Alan Ramsey seconded the motion. Minutes accepted.

Nominations for Classified Staff Council were made. Mary Kosar nominated Rhonda Tysk for Vice-Chairperson and that nomination was accepted. There were no other nominations for this position. A vote was taken by the Staff Council members in attendance and Rhonda was voted in as Vice-Chairperson. Ed Stewart will serve as Staff Council Chairperson. There were no volunteers or nominations for Secretary. This position remains vacant at this time. We still need another representative for Group 4 (and hopefully that person may consider serving as Secretary).

BOARD OF GOVERNORS – Mary Kosar reported that the Board of Governor's meeting was held on June 22, 2005. The BOG approved the following polices: No. 14 – Regulation of Speed, Flow and Parking of Vehicles on Campus; No. 15 – Productivity of Faculty and Administrators; No. 16 – Awarding of Undergraduate Fee Waivers; No. 17 – Tuition and Fee Waivers for Those 65 or Older; No. 18 – Credit Toward Graduation for Service in Public Schools; No. 19 – Disposition of Obsolete and Unusable Equipment & Supplies; No. 20 – Administrators Requiring Teaching or Research; No. 21 – Making Agendas Available to Public; No. 22 – Employment Innovations.

Policies No. 23 (Non-Classified Salary Policy) and No. 24 (Classified Staff Salary Policy) have received an extended comment period. According to the email dated June 29, 2005 to all WLSC Employees, comments regarding the revisions to these documents are to be submitted to the President's Office in writing no later than August 11, 2005. The Board will act on these documents at its August 31, 2005 meeting.

By unanimous vote the Board elected current officers to remain in office for the upcoming year.

Language for the BOG Housing Policy "First-time, full-time students at WLSC who are freshmen or sophomores (having completed LESS THAN 60 hours) are required to live in campus residence halls UNLESS they are 1) commuting from the primary

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residence of the parent or guardian, 2) married, 3) have children, 4) have completed military service, or 5) are 21 years of age or older. After discussion by BOG members, no motion was made to accept such policy.

A proposed resolution for the BOG to approve the creation of two non-classified positions titled "Assistant Women's Basketball Coach/Assistant Retention Specialist" and "Assistant Men's Basketball Coach/Admissions Counselor" was passed by a 6 to 2 vote.

A schedule of meetings for the July 25 – June 2006 year was provided.

Full minutes can be reviewed on the website or see BOG staff representative Mary Kosar.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman, ACCE representative was not present at today's meeting and therefore there is no ACCE information to report at this time.

OLD BUSINESS: The requested extension on the 30-day comment period concerning the Classified Staff Salary Policy was granted. A committee has been formed to work on this. The committee will be meeting July 6th at noon and classified staff members are welcome to attend.

A discussion was held asking if there were any comments regarding the summer "flex time"? Reports show that a very limited number of employees are participating.

NEW BUSINESS: Ed Stewart provided the quarterly funding report on the Classified Staff Employee Scholarship. The income currently available for program activity as of May 31, 2005 is \$3,363.72.

Stephanie North reported that the Classified Staff "Employee of the Year" has been selected and the announcement will be made at the Fall Honors Convocation.

Ed Stewart asked about the offer by Dr. Owens to schedule a summer picnic that would take place during work hours. Mary Ann Edwards will check Dr. Owens calendar and report back to us on possible dates to choose from.

Dreama Bush is currently the only representative from Group 4 (Secretarial/Clerical). Each group is to have two representatives. We are asking that members of Group 4 please consider joining Staff Council to represent your group. One of the purposes of being a representative is to foster a spirit of unity and cooperation among all employees and to promote the welfare of classified staff. Being a representative only requires that you attend a meeting once a month. Please

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consider this very important involvement.

In light of the many changes in classified / non-classified / critical / policy, Staff Council continues to be concerned about the need of accurate figures and information on the Non-Classified Position Characterization. It is our intention to have this on the agenda for the next meeting with President's Council.

Meeting adjourned.

The next Classified Staff Council meeting is scheduled for Wednesday, August 3, 2005 at 1:30 p.m. Meetings are open.

Minutes respectfully submitted by  
Rhonda Tysk, Classified Staff Council Secretary

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: AUGUST 3, 2005**

REGULAR MEETING – August 3, 2005

Present: Ed Stewart, Council Vice-Chairperson (1), Mary Kosar (BOG), Nancy Quigley (1), Stephanie North (2), Rhonda Tysk (2), Mary Ann Edwards (3), Alan Ramsey (3), Roger Bertelli (5).

Absent: Cindy McGee (1), Dreama Bush (4), Randy Hollingshead (5), Barb Neuman (ACCE).

There is a correction from the July meeting minutes. An error was made on the schedule of meeting dates for the BOG. The date should have read July 2005 instead of July 25. The correction was noted and a motion was made to accept the minutes with the noted correction by Mary Kosar, Alan Ramsey seconded the motion. Minutes accepted.

BOARD OF GOVERNORS- The next meeting will be held August 31, 2005 at 3:30p.m.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) Barb Neuman, ACCE representative was out of town for today's meeting but when she returns she would like Staff Council to meet briefly to discuss some Series 8 issues.

OLD BUSINESS: The employee appreciation luncheon will be held August 10, 2005 from 11:15p.m. until 1:15p.m. There has been a good response.

Dreama Bush (4) is currently the only representative from Group 4 (Secretarial/Clerical). We still have had no one volunteer. Each group is to have two representatives. We are asking again that members of Group 4 please consider joining Staff Council to represent your group. One of the purposes of being a representative is to foster a spirit of unity and cooperation among all employees and to promote the welfare of classified staff. Being a representative only requires that you attend a meeting once a month. Please consider this very important involvement.

Dr. Owens met with a few of the Salary Policy committee members. He gave his recommendations to submit to the board that at this time, West Liberty State College does not have, and has chosen not to create, a specific policy regarding merit pay for classified staff. WLSC remains committed to complete funding of the Mercer salary schedule for classified employees, pending availability of funds, in an expeditious manner. In the future, when the Mercer schedule is fully funded, the WLSC Board will consider an appropriate merit pay process for classified staff. The committee will still submit their comments before the August 11, 2005 deadline.

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### **MINUTES OF MEETING: AUGUST 3, 2005**

NEW BUSINESS: Stephanie North has agreed to accept the Secretary position.

The topic of the parking hangtag was brought to the table for discussion. The main concern was the fact the parking hangtag cost was increased from \$35.00 to \$50.00 and no raises have been given. This is an increase of over 40%.

A meeting will need to be set up with President's Council after the salary policy comments are submitted.

If anyone has any items to be put on the agenda please email Stephanie North at northsm@wlsc.edu

Meeting adjourned.

The next Classified Staff Council meeting will be announced at a later date.

Minutes respectfully submitted by

Stephanie North, Classified Staff Council Secretary

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: SEPTEMBER 2, 2005**

REGULAR MEETING – September 2, 2005

Present: Ed Stewart, Council Chairperson (1), Mary Kosar (BOG), Nancy Quigley (1), Cindy McGee (1), Stephanie North (2), Rhonda Tysk, Vice-Chair (2), Mary Ann Edwards (3), Alan Ramsey (3), Roger Bertelli (5), Randy Hollingshead (5).

Absent: Dreama Bush (4), Barb Neuman (ACCE).

There is a correction from the August 3rd meeting minutes. An error was made that Ed Stewart was the vice chair he is in fact the Council Chairperson. Also, it was omitted that Sam Heald (4) would substitute for Dreama Bush if she could not make it to the meetings. The correction was noted and a motion was made to accept the minutes with the noted correction by Mary Kosar, Rhonda Tysk seconded the motion. Minutes accepted.

BOARD OF GOVERNORS- The meeting was held August 31, 2005 with Mary Kosar our BOG representative attending. Dr. Owens reported that (1) West Liberty will be able to request the same level of funding as last year without any reduction. (2) West Liberty is in excellent financial standing and (3) Chancellor Mullen has announced his resignation effective January 31, 2006.

With board approval, due to the volume of comments received during the 30 day comment period on No. 23-Non-Classified Salary Policy and No. 24-Classified Staff Salary Policy, Dr. Owens requested these comments be brought back to the October 12th BOG Meeting.

Student Government President, Aaron T. Wilkinson, was sworn in as a new board member.

J.D. reported enrollment is down -188 from last year for the overall institution. The Fall 2005 freshman class is down -37 students and the Fall 2005 transfer class is up +47 students. Plenty of discussion took place and the board voiced their concerns for the future of the college if enrollment does not increase. J.D. is willing to listen and work with anyone having ideas in the area of recruitment and retention. RETENTION seems to be where the largest decrease took place.

Even though West Liberty's budget is in the black, there is still concern amongst board members on the financial standing especially if enrollment continues to fall.

Full board minutes can be viewed on the website by selecting Regular Board Meeting Archives. The next BOG meeting is scheduled for 5:30 p.m. on Wednesday, October 12, 2005.

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

### MINUTES OF MEETING: SEPTEMBER 2, 2005

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE): See attached report for the minutes

OLD BUSINESS: Further discussion was held concerning the increase in the cost of the Parking Hangtag. Questions were asked about what the money generated is being used for.

Thanks to Dr. Owens and Sodexo for the Employee Appreciation Luncheon.

NEW BUSINESS: It has been brought to Staff Councils attention that there are two more non-classified positions that have been added. One is a newly created position and the other was a position vacated by a classified employee. Was this brought to the board for approval?

Congratulations to Arlene Lawson for receiving the Classified Staff Employee of the Year award for the 2005-2006 year.

Staff Council is having Mary Ann Edwards check to see if old business can be added to the board agenda to receive follow up form previous BOG meetings.

Staff Council is also concerned about the number of employees in the Registrar's front office. With an extremely busy front line office only having 1 half time employee and 1 full time employee, how does this affect retention?

Ed Stewart provided the quarterly funding report on the Classified Staff Employee Scholarship. The income currently available for program activity as of June 30, 2005 is \$3,389.52.

Human Resource Department reported the following changes to Classified Staff

Matthew Watson	New Hire-effective August 16, 2005 – Athletics
Lisa Carpenter	New Hire-effective August 16, 2005 – Student Affairs
Debbie Heinzeroth	New Hire-effective July 15, 2005 – Maintenance/Business Office
Larry Nelson	Retire/Resign-effective June 6, 2005 – Housing Maintenance
Janette Henthorn	Retire/Resign-effective June 30, 2005 - Maintenance/Business Office
Michele Straub	Retire/Resign-effective August 15, 2005 - Student Affairs
Arlene Lawson	Retire/Resign-effective June 30, 2005 – Liberal Arts
Amanda Magers	New Hire-effective July 15, 2005 – Natural Sciences/Math

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### **MINUTES OF MEETING: SEPTEMBER 2, 2005**

Human Resource Department reported the following changes to Classified Staff

Diana Uttermohlen	New Hire-effective June 1, 2005 – Professional Education
Karen Kettler	New Hire-effective August 16, 2005 – Natural Sciences/Math

Meeting adjourned

The next Classified Staff Council meeting for October will be held September 22, 2005 at 1:30 due to employees work schedules.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

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## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: SEPTEMBER 2, 2005**

#### **Advisory Council of Classified Employees**

#### **Advisory Council of Classified Employees (ACCE) report: September 1, 2005**

#### **Special Legislative Session:**

The Governor is expected to call a special session of the Legislature for September 7th to the 13th. Salaries is expected to be one of the topics but no agenda has yet been published.

#### **Meeting with the Governor:**

Representatives of the ACCE met with Governor Manchin and two of his aides on Monday, August 22nd, to discuss classified staff concerns prior to the upcoming special legislative session. Items discussed during the meeting included:

- If salary increases are given for state employees, care must be taken to assure that higher education classified employees are specifically included. In the past, higher ed employees have been left out of increases granted for other state employees due to technicalities in the code.

- The ACCE took the position that funds granted for raises should be used to address funding of the salary schedule.

- Serious salary inequities exist among higher education classified employees within the state due to the fact that institutional governing boards have approached the salary issue in various ways, and none have complied with the legislative mandate to adopt detailed salary policies specifically addressing how the institutions would fund the salary schedule.

- The ACCE requested that caution be used so that institutions who have not complied with the mandates to fund the salary schedule are not rewarded at the expense of institutions who have complied and are consequently understaffed.

- The salary schedule is stagnate and set at 2001 market. Code calls for HEPC to periodically update the schedule to keep current with market conditions.

- PEIA reported a \$30 million surplus but are scheduled to raise premiums on January 1, 2006 and again on July 1, 2006 unless language in code which mandates that employees pay 20% of the cost of the program is deleted or changed.

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## COUNCIL OF CLASSIFIED EMPLOYEES

### MINUTES OF MEETING: SEPTEMBER 2, 2005

ACCE report to CSC: September 1,  
2005

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- In December Governor Wise signed Executive Order 21-04 creating a Governor's Commission on Public Sector Employment and Employee Relation to study the feasibility of giving state employees the right to "meet and confer" which is a small step toward collective bargaining. The labor unions are represented on the study committee, but not state employees. Higher education employees do have meet and confer rights via the ACCE. The Commission is to report their findings to the Governor by November 1st, 2005. Governor Manchin expressed a willingness to consider collective bargaining for state employees.

#### **WVU's Court Challenge:**

WVU's Board of Governor's filed an action seeking a declaratory judgment in Kanawha County Circuit Court which challenges the HEPC's authority to direct WVU to fund the zero or entry step on the salary schedule. It was co-filed by WVU's Classified Staff Council. WVU still has over 900 classified employees below the entry step on the salary schedule, some have been employed more than 8 years. The HEPC filed a response on July 27th. (Civil Action 05-C-1468). No hearing date has yet been set. The outcome of this complaint may have significant ramifications for the authority of the Institutional Boards of Governors verses the Higher Education Policy Commission and the Council for Community and Technical College Education. The ACCE has asked to be a participant in the action.

#### **Chancellor's Resignation:**

Chancellor Mullen has submitted his resignation from the HEPC effective January 31, 2006.

#### **Upcoming Statewide Meetings:**

September 7-13,	Special Legislative Session
September 14,	Higher Education Policy Commission (HEPC)
September 15,	Council for Community and Technical College Education (CCTCE)
September 16,	Advisory Council of Classified Employees (ACCE)

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: SEPTEMBER 2, 2005**

#### **Presentation to the HEPC and the CCTCE:**

The ACCE has tentatively been scheduled to formally address the joint meeting of the HEPC and the CCTCE at their joint meeting on October 7th. Although members of the ACCE regularly address the HEPC and the CCTCE when matters of concern to classified employees are being debated, state code mandates an annual meeting between the ACCE and the HEPC and the CCTCE. This usually takes the form of a formal presentation which includes the next year's legislative agenda.

#### **New Appointment:**

Barbara Neuman was appointed to the Job Evaluation Committee (JEC). This committee reviews and applies the methodology set for PIQ's submitted by employees throughout the state. She recently received training and was part of the reviewing process of over 17 PIQ's, held in Charleston, August 16 and 17.

#### **Review of Series 8:**

We are currently reviewing and giving suggestions to Series 8 Personnel Rule. WLSC is being asked to review the section written for layoffs/bumping and submit any changes to Barbara to be carried forward. Barbara will email that section of code to Staff Council reps to share with classified staff within a week.

#### **Reminder:**

For copies of official ACCE minutes, go to the ACCE web site: [www.wvacce.org](http://www.wvacce.org).

Respectfully submitted by: Barbara Neuman, ACCE Rep.

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## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: NOVEMBER 10, 2005**

REGULAR MEETING – November 10, 2005

Present: Ed Stewart, Council Chairperson (1), Mary Kosar (BOG), Cindy McGee (1), Nancy Quigley (1), Stephanie North (2), Mary Ann Edwards (3), Dreama Bush (4), Roger Bertelli (5), Randy Hollingshead (5).

Absent: Barb Neuman (ACCE), Rhonda Tysk, Vice-Chair (2), Alan Ramsey (3)

A motion was made to accept the September 22, 2005 minutes by Mary Kosar, Roger Bertelli seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS-** The meeting was held October 12<sup>th</sup> with Mary Kosar our BOG representative attending. Changes to the BOG are as follows: Larry Miller, was reinstated for another term. James Frum and John Gompers appointments expired, Naill Paul resigned. Clyde Campbell, Lynne Exley, and Danny Greathouse were appointed to the BOG.

There was confusion on the Salary Policies 23 & 24. I presented the policy written by Staff Council along with the Classified and Non-Classified concerns and comments on the original policy which was out for a 30 day comment period. I will be sending each board member a copy of this information. Dr Owens agreed to readdress at a later date.

The November 1<sup>st</sup> salary plan is as follows:

Faculty and Classified staff will be receiving their share of the pool (\$900.00 per employee) according to the current salary policies in place. The Non-classified will receive an across the board \$900.00 which prorated equals \$600.00.

A request for the creation of an Enrollment Management Committee was discussed. John Moore noted with recommendation of the Administration as to a full composition of Faculty, Staff and Student to be included on such committee.

Full minutes can be viewed on the BOG website.

There was an emergency BOG meeting held on October 21<sup>st</sup>. The BOG accepted Dr. Owens resignation. Dr. McCullough was appointed as Interim President. BOG Will Turani was elected as Secretary of the Board of Governors and appointed to the Executive Committee.

The next BOG meeting is scheduled for 5:30 p.m. on Wednesday, November 16, 2005.

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## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: NOVEMBER 10, 2005**

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** No report at this time.

**OLD BUSINESS:** Salary Policy: If employees have questions about their step equity please see Human Resources.

**NEW BUSINESS:** The new administration wants open communication between Administration and Staff.

Please review the attached group listings and become familiar with who your group representative is and if you have questions please contact your rep.

Staff Council is looking forward to working with Dr. McCullough to help West Liberty move forward and increase enrollment and retention. Dr. McCullough was interested in meeting with Staff Council monthly to address certain issues.

Ed Stewart provided the funding report on the Classified Staff Employee Scholarship. The income currently available for program activity as of August 31, 2005 is \$3,461.57.

Meeting adjourned

The next Classified Staff Council meeting will be held December 8, 2005 at 1:30p.m. in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: DECEMBER 8, 2005**

REGULAR MEETING – December 8, 2005

Present: Rhonda Tysk, Vice-Chair (2), Cindy McGee (1), Nancy Quigley (1), Stephanie North (2), Alan Ramsey (3)

Absent: Ed Stewart, Council Chairperson (1), Mary Kosar (BOG), Barb Neuman (ACCE), Mary Ann Edwards (3), Dreama Bush (4), Roger Bertelli (5), Randy Hollingshead (5).

A motion was made to accept the November 10, 2005 minutes by Cindy McGee, Alan Ramsey seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS**- No Report at this time.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE)**: No report at this time. Barb is in Charleston.

**OLD BUSINESS**: Staff Council met with Dr. McCullough on November 9, 2005 to discuss various issues. Staff Council will meet with him again on December 12, 2005.

**NEW BUSINESS**: THANK YOU to Dr. McCullough and the Alumni Association for the Holiday Open House held on December 7, 2005 at the Liberty Oaks Bed & Breakfast. The event was well attended and enjoyed by everyone.

Recently a question was brought to Staff Council regarding out-of-state employees being able to take courses at West Liberty for free or at in-state rates. A further comment was made about Northwood employees attending West Liberty for free. First, the Northwood Health systems employees did **not** attend for free. They paid tuition just like everyone else. The only difference is that an agreement was made with Nelson Cain, Dr. Rowe and Northwood to let out-of-state students pay for the in-state rate. This was a mistake but they had already agreed to it. It only affected a few Northwood employees. It has never happened since then. The last Northwood employee left here in early 1999.

A second question was brought to Staff Council concerning “tuition waivers”. The question was referred to Scott Cook, Director of Financial Aid, for clarification. The following is a summary of Scott’s response:

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### MINUTES OF MEETING: DECEMBER 8, 2005

- 1.) The “waiver” as it is being referred to should not be referenced as a “tuition waiver”. The state refers to these as “undergraduate waivers”, which is how they should be referenced. Our award letters do not refer to these as tuition waivers, since, as you can gather, would be very misleading. I will need to continue to remind folks on campus that we should **NOT** refer to these as tuition waivers.
- 2.) Currently for undergraduate waivers, WLSC will waive fees required to be sent to Charleston. We do not waive operational fees used to run the institution. As you know, operational fees have continued to climb in recent years, causing our costs to increase tremendously.
- 3.) We do give Elbin Scholars undergraduate waivers to cover both mandatory state fees and our own operational fees (not lab or course fees). This was done in an effort to recruit high academic students. State Code allows us to waive all fees up to the cost of tuition and fees. However, WLSC has not done this due to budget concerns and the need for revenue from the operational fees.
- 4.) Currently, a 3 hour course cost approximately \$451 (in-state) and approximately \$1122 (out of state). The undergraduate waiver covers \$155 in-state and \$413 out of state per 3 hour course. Staff Council will consider recommending undergraduate waivers be increased to cover regular tuition and fees, excluding course/lab fees. However, this would result in a loss of revenue to the institution.

Meeting adjourned

The next Classified Staff Council meeting will be held January 12, 2006 at 1:30p.m. in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: JANUARY 12, 2006**

REGULAR MEETING – January 12, 2006

Present: Ed Stewart, Council Chairperson (1), Nancy Quigley (1), Rhonda Tysk, Vice-Chair (2), Stephanie North (2), Alan Ramsey (3), Mary Ann Edwards (3), Roger Bertelli (5),

Absent: Mary Kosar (BOG), Barb Neuman (ACCE), Cindy McGee (1), Dreama Bush (4), Roger Bertelli (5), Randy Hollingshead (5).

A motion was made to accept the December 8, 2005 minutes by Rhonda Tysk, Mary Ann Edwards seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS**-. No Report at this time.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE)**: No report at this time.

**OLD BUSINESS**: Tabled the discussion to take to Presidents Council whether the undergraduate waivers should be increased.

**NEW BUSINESS**: If employees have questions about the insurance premium increases there is a book in the Human Resource office for reference.

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of November 30, 2005 is \$2,948.94.

Meeting adjourned

The next Classified Staff Council meeting will be held February 9, 2006 at 1:30p.m. in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: FEBRUARY 9, 2006**

REGULAR MEETING – February 9, 2006

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

Absent: Dreama Bush (4), Roger Bertelli (5).

A motion was made to accept the January 12, 2006 minutes by Mary Kosar and Barb Neuman seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS-** This is an overview of the February 1, 2006 BOG meeting. The Presidents report, HEPC and Legislative update, along with Academic Affairs, Enrollment, and Budget and Finance updates were presented to the board. Minutes can be viewed on the website or questions can be directed to Mary Kosar, Staff BOG Rep.

Scott Cook, Registrar/Director of Financial Aid and Brenda King, Director of Admissions presented a brief Enrollment Management Strategic Planning update. A more detailed presentation will be given to the board at a later date.

BOG member, Dr. Clyde Campbell will be chairing a search committee for Genny McIntyre's vacated position, Vice President for Institutional Advancement. Tim Williams is currently serving as the contact person in that area.

The BOG Executive Committee discussed concerns regarding the accurate reporting of time off taken by those employees eligible for vacation and sick accruals. When an employee comes in late or leaves early, the time must be charged properly along with any full days taken. Immediate compliance action will be taken by the administration. The next BOG meeting will be held April 19, 2006.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** ACCE minutes are attached.

**OLD BUSINESS:** Tabled the discussion to take to Presidents Council whether the undergraduate waivers should be increased.

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

### MINUTES OF MEETING: FEBRUARY 9, 2006

**NEW BUSINESS:** As per the Human Resource office:

The January 1, 2006 Classified Staff salary adjustments were calculated as follows:

- Eligibility = 9 months or more of service as of 12/31/05
- Step calculated to step completed as of 6/30/05 (End of last fiscal year)
- Eligible individuals who were below their respective salary schedule step, received approximately 24.6 percent of the difference between their then current base salary and where they would be on the salary schedule at their respective step given full funding of the salary schedule.
- A pool of approximately \$50,500 was available for the January 1, Classified Staff salary adjustment.
- Any employee who had not completed 9 months of more of service as of 12/31/05 or who was already at 100% of their respective step on the salary scale as of 6/30/05 did not receive an adjustment.

If employees have questions concerning their salary adjustment contact the Human Resource office.

Employees can view the updated group listing under the heading of Classified Staff on our website.

Classified Staff Council would like to recommend Barb Neuman, ACCE representative to be put on the agenda for the April 19, 2006 meeting of the BOG.

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of December 31, 2005 is \$3,002.04.

The Human Resource office reported the following changes to Classified Staff:

Stacy Bado, Record Assistant I Registrars Office	New Hire-effective November 1, 2005-
Kimberly Nemec, Student Recruiter Admissions Office	New Hire-effective November 1, 2005-
Donald East, Trades Specialist Maintenance	New Hire-effective December 1, 2005-
Andrew Lewis, Housing Area Manager Housing Office	New Hire-effective January 1, 2006-
Roger Bertelli, Trades Specialist Housing Office	Transfer-effective December 1, 2005-

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

### MINUTES OF MEETING: FEBRUARY 9, 2006

No resignations, recalls, retirements, terminations for this period.

Meeting adjourned

The next Classified Staff Council meeting will be held March 9, 2006 at 1:30p.m. in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

**SEE ACCE MINUTES THAT ARE AN ATTACHMENT TO THESE  
CLASSIFIED STAFF COUNCIL MINUTES FOR WLSC. ACCE MINUTES  
THAT FOLLOW ON NEXT PAGE.**

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: FEBRUARY 9, 2006



**Advisory Council for Classified Employees**

[WWW.ACCE.ORG](http://WWW.ACCE.ORG)

January 2006 meeting:

ACCE has updated their website – [www.acce.org](http://www.acce.org). It is recommended that classified staff visit the site. If you have any comments concerning the website please submit them to Barbara Neuman, ACCE rep.

Mr. Harbaugh, ACCE rep reported that the proposed Fiscal Year 07 budget for higher education is \$389 million, a \$70 million increase over the current Fiscal Year 06 higher education budget.

Mr. Martinelli, WVU ACCE rep reported on the January 2006 hearing on the lawsuit filed by WVU against the WV Higher Education Policy Commission in connection with funding of the “zero step”. Mr. Martinelli stated that it was his opinion that both sides were affective in presenting their cases. He stated that the judge reported that he planned to act quickly on the case.

ACCE moved forward in working on the Legislative Brochure.

February 2006 meeting:

Vice Chancellor Dennis Taylor presented legislation concerning Higher Education, to ACCE. Senate has introduced SB32 by Hunter, relating to educational opportunities for children of military personnel.

House Bills, 2141, 2328, 4019, 4038, 4049 and 4069.

Higher Ed’s biggest concern would be of HB 4049 on Higher Education PROMISE and other state based financial aid.

ACCE will distribute the Legislative Brochure to legislatures and their institutions.

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

**MINUTES OF MEETING: FEBRUARY 9, 2006**

### **ACCE MINUTES CONTINUED**

ACCE met with LOCEA to discuss topics such as PEIA, HB4049, Sick Leave. Sen. Plymale stated that it is against the law for them to take away our sick leave that we have accumulated for the purpose of converting into payment of insurance upon retirement. However, he believes someone may introduce a bill(s) giving employees options as to cashing in sick leave.

**ALSO SEE THE 2006 ACCE LEGISLATIVE BROCHURE**

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: MARCH 9, 2006**

REGULAR MEETING –March 9, 2006

Present: Nancy Quigley (1), Cindy McGee (1), Rhonda Tysk, Vice-Chair (2), Stephanie North (2), Alan Ramsey (3), Mary Ann Edwards (3), Randy Hollingshead (5) Mary Kosar (BOG), Barb Neuman (ACCE)

Absent: Ed Stewart, Council Chairperson (1), Dreama Bush (4), Roger Bertelli (5).

A motion was made to accept the February 9, 2006 minutes by Mary Kosar and Randy Hollingshead seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS**- No Report, Next meeting will be held April 19, 2006

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE)**: Barb met March 10, 2006 in Charleston. The Legislative session ended March 10<sup>th</sup> at midnight.

**OLD BUSINESS**: Tabled the discussion to take to Presidents Council whether the undergraduate waivers should be increased.

**NEW BUSINESS**: Reminder to Classified Staff Council Reps that if you are unable to attend a meeting you must call and send a substitute. Group IV still only has one Rep. Samantha Heald will fill that vacancy at the next meeting on April 13, 2006.

Meeting adjourned

The next Classified Staff Council meeting will be held April 13, 2006 at 1:30p.m. in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

### MINUTES OF MEETING: APRIL 13, 2006

REGULAR MEETING –April 13, 2006

Present: Ed Stewart, Council Chairperson (1), Nancy Quigley (1), Rhonda Tysk, Vice-Chair (2), Stephanie North (2), Mary Ann Edwards (3), Samantha Heald (4), Randy Hollingshead (5) Mary Kosar (BOG), Barb Neuman (ACCE) Special guest: Dr. John McCullough, Interim President

Absent: Cindy McGee (1), Alan Ramsey (3), Dreama Bush (4), Roger Bertelli (5).

A motion was made to accept the March 9, 2006 minutes by Mary Kosar and Mary Ann Edwards seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS**- No Report, Next meeting will be held April 19, 2006 at 5:30p.m.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE)**: ACCE minutes are attached.

**OLD BUSINESS**: Samantha Heald has agreed to fill the vacancy for the Group IV Representative. After further discussion with Dr. McCullough Staff Council has agreed to table the discussion to take to Presidents Council whether the undergraduate waivers should be increased until a final decision is made on the metro fee.

**NEW BUSINESS**: Dr. McCullough was in attendance to answer questions that have been brought to Staff Council. One question was brought up about the situation concerning Rogers Hall. Dr. McCullough said that if anyone has questions please refer them to Dr. J.D. Carpenter, Vice President of Student Affairs. The Classified Staff Summer Picnic was discussed information and a survey are attached to the minutes please review and respond ASAP.

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of February 28, 2006 is \$2,475.14.

The Human Resource office reported the following changes to Classified Staff:

Richard A. Scurti, Trades Specialist I      New Hire-effective April 17, 2006-Physical Plant EEO Group 5

No resignations, recalls, retirements, terminations for this period.

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: APRIL 13, 2006**

Meeting adjourned

The next Classified Staff Council meeting will be held May 11, 2006 at 1:30p.m. in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

**ACCE Minutes follow this sheet**

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: APRIL 13, 2006



### Advisory Council for Classified Employees

April 13, 2006  
Summary of Minutes  
By  
Barbara Neuman

Ms. Pitzer, reported on the March 3<sup>rd</sup> meeting between ACCE members and the WVU Staff Council. The meeting provided a forum for a candid discussion of the issues as well as providing an opportunity to develop a more open line of communication between the parties. ACCE had taken a position on the “zero step” to support WV Code, the issue seemed to be the catalyst that caused the WVU Staff Council to question ACCE’s willingness to adequately assess the needs and request of classified employees at WVU.

Ms. Pitzer illustrated the negative consequences that can and did take place when both groups are working against each other rather than collectively for the benefit of classified employees. The collective efforts of the faculty and classified employees associations to obtain approval to be added to the membership of HEPC was foiled with the introduction of SB549 which would have created a separate council for classified employees at WVU and was opposed by ACCE. The conflict resulted in the withdrawal of such provision and cost the classified staff and faculty a seat on the HEPC. A position that we have been working toward for a long time.

Legislation passed this year concerning Higher Ed.

SB587: Relating to increment pay for certain higher education faculty  
SB 792: Merging Fairmont State University and Fairmont State Community and Technical College  
HB 4049: Higher Education PROMISE and other state based financial aid  
HB 4690: Relating to changing WVUIT to the WVIT

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: APRIL 13, 2006**

A decision has been made in the WVU lawsuit against the Policy Commission over the "zero step." Bruce Walker, legal counsel for the Policy Commission, advised Ms. Pitzer that the judge upheld the Policy Commission's authority on the issue.

**\*\*NOTE: ACCE reps have been asked to poll their campus concerning the ACCE reps position. Please contact your Staff Council rep with your answer or your ACCE rep, Barbara ext. 8182.**

- 1. Should your ACCE rep, represent the institution?**
- 2. Should your ACCE rep, represent the Staff Council and report only to the Staff Council?**
- 3. Should your ACCE rep, represent you, the classified staff?**

**The reason for this small survey, is because the question was brought up among the ACCE as to whom we represent and we would like to hear from the classified employees as to whom they feel we represent. All answers and comments are welcomed, you need not put your name unless you choose to.**

**Thank you.**

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: MAY 11, 2006**

REGULAR MEETING – May 11, 2006

Present: Ed Stewart, Council Chairperson (1), Nancy Quigley (1), Rhonda Tysk, Vice-Chair (2), Stephanie North (2), Alan Ramsey (3), Mary Kosar (BOG), Barb Neuman (ACCE)

Absent: Cindy McGee (1), Rhonda Tysk, Vice-Chair (2), Mary Ann Edwards (3), Dreama Bush (4), Samantha Heald (4), Randy Hollingshead (5).

A motion was made to accept the April 13, 2006 minutes by Mary Kosar and Alan Ramsey seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS**- The BOG meeting was held April 19, 2006 in the Boyle Conference Room.

Regular agenda items were discussed such as President's report, HEPC and Legislative update, Academic Affairs, Enrollment Update, Enrollment Management Plan, and Budget and Finance.

Dr. Lukich, Dr. Melinda Kreisberg, and Mr. Giesmann presented the accreditation overview which is and will be taking place at WLSC.

Mr. Matthew Cottle, VP for Institutional Advancement, was introduced to the board. He shared comments and excitement of being a part of WLSC.

At this time, the committee involved in the I-70 project, are continuing to solicit funds to bring information back to the board. Current concerns are funding sources and cost to keep project self sustaining.

Dr. Bruce C. Flack will be the May Commencement speaker. Dr. Flack will be presented an honorary Doctor of Humane Letters (DHL) degree from WLSC.

A 5.9% tuition and fees increase received board approval and will be forwarded to the HEPC for final approval. The BOG student representative voted against the 5.9% recommended increase.

The Higher Education Policy Commission has decreed that each governing board's policy manual include not only HEPC-mandated rules (policies) but also institutional rules (policies), regulations, directive, etc. that have campus-wide application. The board voted to incorporate the Institutional Rules into the Board Policy Manual.

Note was made by a BOG member commending the college on efforts being made to bring employees cut back to a 1.00 FTE.

# WEST LIBERTY STATE COLLEGE

## COUNCIL OF CLASSIFIED EMPLOYEES

### MINUTES OF MEETING: MAY 11, 2006

Not appearing on the agenda was the action item "Change of Position Status". Dr. McCullough asked the board to approve the reclassification to "non-classified, critical" of the Operations Coordinator position in the Campus Service Center, a classified line, held by Jason A. Woods, to Administrator Campus Service Center. Dr. McCullough noted the employee asked to be made non-classified. A discussion followed and I asked if we are still within our percentages according to WV code 18B-9-2 and Dr. McCullough said according to the HEPC we are. Not having the item appear on the agenda presented me the lack of opportunity to discuss with classified staff, so Mary Kosar, our BOG representative chose to abstain from voting.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** ACCE minutes will be attached to the Classified Staff minutes once they have been approved; but attached are two articles that Barb Neuman is sharing with WLSC classified staff from ACCE.

**OLD BUSINESS:** If you have not sent in your survey form for the staff picnic please do so now and remember if you do not attend the picnic you will remain at your work station or take leave.

**NEW BUSINESS:** Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of March 31, 2006 is \$2,513.78.

Roger Bertelli, Group 5 representative has resigned from Staff Council.

The Human Resource office reported the following changes to Classified Staff:

Shawn Drewett, Secretarial/Clerical Sec. EEO Group 4	New Hire-effective March 16, 2006- Adm.
Phillip Kent, Professional Non-Faculty Specialist EEO Group	New Hire-effective April 17, 2006-IT

No resignations, recalls, retirements, terminations for this period.

Meeting adjourned

**WEST LIBERTY STATE COLLEGE**  
**COUNCIL OF CLASSIFIED EMPLOYEES**

**MINUTES OF MEETING: MAY 11, 2006**

The next Classified Staff Council meeting will be held at 10:00a.m. in the Library Conference Room. (June 7<sup>th</sup>) Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

# **WEST LIBERTY STATE COLLEGE**

## **COUNCIL OF CLASSIFIED EMPLOYEES**

### **MINUTES OF MEETING: JUNE 7, 2006**

REGULAR MEETING – June 7, 2006

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

Absent: Cindy McGee (1)

A motion was made to accept the May 11, 2006 minutes by Rhonda Tysk and Randy Hollingshead seconded the motion. Minutes accepted.

**BOARD OF GOVERNORS**- No report. The next BOG meeting is June 14, 2006

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE)**: No report. The next ACCE meeting is June 13, 2006

**OLD BUSINESS**: Remember mark your calendar for July 21, 2006 for the Classified Staff Picnic. If you have not sent in your form for the picnic please do so now and remember if you do not attend the picnic you must remain at your work station or take leave.

**NEW BUSINESS**: Remember, due to Roger Bertelli's resignation from Group 5 we are still in need of a representative. Please contact one of the staff council representatives if you are interested in serving on council.

The by-laws need reviewed. Please bring a copy of them to the next meeting.

The Classified Staff Picnic committee members are Sam Heald, Mary Ann Edwards, Nancy Quigley, Rhonda Tysk, Stephanie North, and Randy Hollingshead.

The Human Resource office reported the following changes to Classified Staff:

Ashlea Bland, Financial Aid Counselor      Professional, Non Faculty (3) Effective June 1, 2006

No resignations, recalls, retirements, terminations for this period.

Meeting adjourned

The next Classified Staff Council meeting will be held at 1:30p.m. on July 12, 2006 in the Library Conference Room. Meetings open.

Minutes respectfully submitted by  
Stephanie North, Classified Staff Council Secretary

**WEST LIBERTY STATE COLLEGE**  
**COUNCIL OF CLASSIFIED EMPLOYEES**

**MINUTES OF MEETING: JULY 12, 2006**

To be provided as soon as possible.