

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: JULY 12, 2006

REGULAR MEETING –July 12, 2006

Present: Ed Stewart, Council Chairperson (1), Nancy Quigley (1), Cindy McGee (1), Rhonda Tysk, Vice-Chair (2), Stephanie North (2), Alan Ramsey (3), Dreama Bush (4), Samantha Heald (4), Barb Neuman (ACCE)

Absent: Randy Hollingshead (5), Mary Kosar (BOG), Mary Ann Edwards (3)

A motion was made to accept the June 7, 2006 minutes by Rhonda Tysk and Dreama Bush seconded the motion. Minutes accepted.

BOARD OF GOVERNORS- The BOG meeting was held June 14, 2006. The new BOG officers are John Moore, Chair, Will Turani, Vice Chair, and Lynne Exley, Secretary. The schedule of BOG meetings for July 2006-July 2007 are as follows: **2006** – August 30, October 18, and December 13. **2007** - February 7, April 25, and June 13. Meetings are 5:30 p.m. on Wednesday and they are held in the R. Emmett Boyle Conference Center. Additional meetings may be scheduled to discuss unforeseen issues. \$43,000.00 has been built into the 2007 fiscal year budget in order to fund the presidential search. Committee members on the search consist of Jack Hattman (Faculty rep.), Barb Neuman (Staff rep.), Jesse Gagich (Student rep.) Jim Frum (Foundation rep.), Mike Bailey (Alumni rep.) along with all BOG members. Dr. Clyde Campbell will chair the committee and Lynne Exley will vice chair the committee. Dr. Campbell asked and received board's approval to include a consultant to work with the board in the search. We hope to have a new President by next summer.

A preliminary planning report on I-70 project was presented by Dr. McCullough, Dr. Lukich, Dr. Cook, Robert Strong and WTW Architects.

Next meeting is scheduled for Wednesday, August 30, 2006 at 5:30p.m.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE): Barb Neuman, our representative, attended the ACCE meeting at Shepherd University. Their retreat will be at the end of the month. Please visit the ACCE website at www.wvacce.org and see what they do for staff.

OLD BUSINESS: Thanks for Roger Bertelli for agreeing to be the representative again for group 5.

Barb Neuman, Ed Stewart, and Mary Kosar were the original committee members for the by-laws. We are continuing to update the by-laws.

NEW BUSINESS: The next Staff Council elections will be held April 2007.

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COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: JULY 12, 2006

Stephanie North has resigned as Secretary for Staff Council. Samantha Heald was nominated and accepted the position of secretary effective the September 14, 2006 meeting.

Rhonda has brought to Staff Councils attention the group listings are incorrect. The error is Staff Councils and not Human Resources. Rhonda is working on getting the groups corrected.

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

Traci Jordan, Developmental Advising Specialist Effective August 16, 2006	Professional, Non Faculty (3)
Dawn McCroskey, Counselor II Effective August 16, 2006	Professional, Non Faculty (3)
Veronica Berisford, Coordinator/Alumni Activities Effective August 16, 2006	Professional, Non Faculty (3)
Theresa Gretchen, Producer/Director Effective August 16, 2006	Professional, Non Faculty (3)
Zachary Loughman, Academic Lab Instructing Effective August 16, 2006	Professional, Non Faculty (3)

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

Meeting adjourned .

The next Classified Staff Council meeting will be held at 1:30p.m. on September 14, 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: SEPTEMBER 21, 2006

REGULAR MEETING: September 21, 2006

Present: Ed Stewart, Council Chairperson (1), Cindy McGee (1), Rhonda Tysk, Vice-Chair (3), Stephanie North (3), Samantha Heald (4), Alan Ramsey (5), Mary Ann Edwards (5), Mary Blair (BOG)

Absent: Nancy Quigley (1), Dreama Bush (4), Roger Bertelli (7)

APPROVAL OF MINUTES: July 12, 2006 minutes motioned and accepted.

BOARD OF GOVERNORS: The last BOG meeting was held August 30, 2006 in the Boyle Conference Room.

BOG announced that portions of the policy manual have been revised and there is a 30-day comment period to expire from the post date on the web.

A “discount” for tuition has been approved for the following counties in Ohio: Belmont and Jefferson and in Pennsylvania: Washington and Allegheny. More counties may be added.

Chancellor Noland will be on campus September 25, 2006 to meet with certain groups during his visit.

It is expected to have the new president of WLSC in his/her position by June 30, 2007.

Next scheduled BOG meeting is October 18, 2006 at 5:30 p.m. in the Boyle Conference Room.

ACCE: Barb is currently at attendance in Charleston. No report given.

OLD BUSINESS: Classified Staff group listings have been corrected with the help of Human Resources. They will be published on line as soon as possible for review. Some classified staff have moved to other group numbers. The re-grouping of these staff members is from the position number given through the job listing position number. Review the new Classified Staff group listing to make sure you know your assigned group number and your representative.

NEW BUSINESS: Randy Hollingshead has resigned as group rep (5). Staff Council will need representation from the following groups: ONE for Group 5, TWO for group 6, and ONE for Group 7.

Question was presented as to when the pay raises would be fully funded. It is assumed by 2008. Council will be presenting this question to President’s Council for confirmation at a later date.

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of June 30, 2006 is \$2,602.63.

Council will be editing/re-writing the *Classified Staff Council Bylaws* together at each meeting. Classified staff is encouraged to discuss their comments/suggestions by attending the council

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MINUTES OF MEETING: SEPTEMBER 21, 2006

meetings or speak to your representative. At the next Staff Council meeting (October 12, 2006), Articles I and II of the Bylaws will be reviewed/edited.

Next Classified Staff Council meeting will be held at 1:30pm in the Library Conference Room on October 12, 2006.

Meeting adjourned at 2:25pm

Minutes respectfully submitted by
Samantha Heald, Classified Staff Council Secretary

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: OCTOBER 12, 2006

REGULAR MEETING – OCTOBER 12, 2006

Present: Ed Stewart, Council Chairperson (1), Rhonda Tysk, Vice-Chair (3), Cindy McGee (1), Nancy Quigley (1), Stephanie North (3), Samantha Heald (4), Alan Ramsey (5), Mary Blair (BOG), and Barb Neuman (ACCE)

Absent: Dream Bush (4), Mary Ann Edwards (5), and Roger Bertelli (7)

APPROVAL OF MINUTES: September 21, 2006 minutes motioned and accepted.

BOARD OF GOVERNORS: Next scheduled meeting is Wednesday, October 18, 2006.

ACCE: Presentations regarding classified staff employment issues presented by ACCE to the 2-year boards (CTC) have been completed and the presentations to the 4-year boards (HEPC) are scheduled for October 26, 2006. The Mercer scale is being addressed because there are several higher education employees working for salaries at the poverty level (below zero step).

REMINDER: Please review the survey that Barb sent out on behalf of ACCE. Barb will need all responses by Friday, October 20, 2006. FYI: Classified employees who are receiving “AFT” (union) emails are not a part of ACCE.

OLD BUSINESS: Group listings are finalized and will be online shortly. Check your group listing to make sure you have representation from your group. Reminder: there still is NO representation from Group 6! Also, Group 7 needs one more representative.

NEW BUSINESS: Article I and II have been reviewed/edited. Article III is scheduled to be discussed/reviewed at the next Council Meeting scheduled for November 8, 2006. After Council of Classified Employees Bylaws are reviewed/edited, it will be online for all classified employees review and open for comment/suggestions.

NEXT SCHEDULED MEETING: Thursday, November 8, 2006 at 1:30pm in the MH Library Conference Room.

Meeting adjourned at 2:25pm.

Respectfully Submitted:
Samantha Heald, Classified Staff Council Secretary

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: NOVEMBER 8, 2006

MEETING – NOVEMBER 8, 2006

Present: Ed Stewart, Council Chairperson (1), Rhonda Tysk, Vice-Chair (3), Cindy McGee (1), Nancy Quigley (1), Samantha Heald (4), Alan Ramsey (5), Roger Bertelli (7)

Absent: Stephanie North (3), Dreama Bush (4), Mary Ann Edwards (5)

Council met briefly to discuss the review of the policies that are online. These policies have been edited by the Human Resources Department and there is a 30-day deadline to “accept” these policies beginning from the posting date. After the deadline date, they will be given to the Board of Governors for approval at their next meeting, December 11, 2006.

Since there are many policies to review, Staff Council will reschedule the next meeting for **THURSDAY, NOVEMBER 16, 2006** AT 1:30 PM in the Library Conference Room to discuss some of the policies that have been revised. The first deadline is marked for November 27, 2006 for approval of the revised policies. Therefore, please read these policies and if you have any questions/comments, let your Staff Representative know.

Adjourned 2:15pm.

Respectfully Submitted:

Samantha Heald, CSC Secretary

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: DECEMBER 14, 2006

REGULAR MEETING – December 14, 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), Roger Bertelli (5), Mary Blair (BOG), Barb Neuman (ACCE)

Absent: Dreama Bush (4) and Samantha Heald (4)

A motion was made to accept the November 8th minutes by Rhonda Tysk and Mary Blair seconded the motion. Minutes accepted.

BOARD OF GOVERNORS- The BOG meeting was held December 11, 2006 and three action items were brought before the board. A) Nick Anthony Sparachane receive the Doctor of Humane Letters (DHL) degree from West Liberty State College at the December 2006 commencement. **Passed unanimously.** B) Resolved, that the West Liberty State College Board of Governors authorizes the administration to pursue all appropriate steps with the HEPC and, if necessary, the WV Legislature, to obtain University status for the college. **Passed unanimously.** C) Resolved, that the West Liberty State College Board of Governors approves the following policies:

WLSC Policies*:

At the August 30, 2006 meeting, the Board of Governors approved the dissemination of the listed policies. Comments received by the close of the 30-day comment period are as follows:

- No. 2 – Protocol for Submitting or Revising Policy** - Change Human Resources Administrator in body of policy to "Director of Human Resources"
No. 30 – Workers' Compensation - Change Workers' Compensation in body of policy to "Brickstreet, Inc."
No. 110 – Sick Leave - Change Workers' Compensation in body of policy to "Brickstreet, Inc."

The Board of Governors is asked to approve these policies with the above noted changes.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the following policies:

Board of Governors Policies:

- No. 23 (former No. 2) – Protocol for Submitting or Revising Policy**
No. 24 (former No. 3) – Terms and Other Definitions
No. 25 (former No. 4) – Definition of Faculty, Administration, and Staff
No. 26 (former No. 6) – Order of Precedence
No. 27 (former No. 7) – Order of Responsibility
No. 28 (former No. 8) – Social Justice
No. 29 (former No. 9) – Affirmative Action/Equal Opportunity and Non-Discrimination
No. 30 (former No. 10) – Americans with Disabilities Act
No. 31 (former No. 11) – HIV/AIDS Infection
No. 32 (former No. 12) – Sexual Harassment and Other Unlawful Discrimination
No. 33 (former No. 13) – Drug-Free Workplace
No. 34 (former No. 14) – Nepotism – Employment of Relatives
No. 35 (former No. 18) – National, State, and Local Elections
No. 36 (former No. 19) – Leave of Absence Without Pay
No. 37 (former No. 20) – Military Leave
No. 38 (former No. 21) – Witness and Jury Duty

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COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: DECEMBER 14, 2006

- No. 39 (former No. 23) – Group Insurance
- No. 40 (former No. 24) – Social Security
- No. 41 (former No. 25) – Retirement Benefits
- No. 42 (former No. 26) – Unemployment Compensation
- No. 43 (former No. 27) – Tuition Waiver
- No. 44 (former No. 30) – Workers' Compensation
- No. 45 (former No. 31) – Workplace Threats and Violence
- No. 46 (former No. 32) – Use of College Property
- No. 47 (former No. 33) – Tobacco Use and Guidelines
- No. 48 (former No. 34) – Code of Ethics
- No. 49 (former No. 35) – Computer Abuse
- No. 50 (former No. 36) – Fund Raising Policy and Procedure
- No. 52 (former No. 42) – Public Relations Representative
- No. 53 (former No. 44) – Access to Personnel Files

College Policies:

- No. 100 – Definitions of Full-Time and Part-Time Employees
- No. 106 – Compensatory Time
- No. 107 – Overtime
- No. 109 – Annual Leave
- No. 110 – Sick Leave
- No. 111 – Catastrophic Leave
- No. 112 – Holidays
- No. 116 (former No. 19A) – Terminal Leave

The Classified BOG Representative voted against and all other BOG members voted in favor.

The Metro Rate has been approved by the HEPC. The update from the Ad Hoc Committee on proposed SGA Alcohol Policy was heard. More investigation was asked to be brought back to the BOG and voted on at the February meeting. The Presidential search timeline is still on schedule.

Next meeting is scheduled for Wednesday, February 7, 2007

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE): The ACCE meeting was held October 25, 2006 at the Marshall University Graduate College. The surveys have been coming in and they are going to be tabulated by topic. ACCE plans to publish all comments so that people will not feel that their comments have been ignored. Chair Wycherley reported on the Grievance Study Work Group which met in October. The first one for discussion was “Steps in Employee Grievance Procedure (Draft 1)”. It was noted that this document was presented as being “for discussion purposes only.” The group discussed creating an ombudsman system as well as mediation and arbitration. Getting rid of ALJ’s and the ALJ system was also mentioned. They are intent on getting rid of Level I, and sending grievances straight to the Level with authority to grant relief. Supreme Court has ruled that you cannot force arbitration. If you make it mandatory, you can’t make it binding. Their only consensus was to get rid of the list of things you can grieve, and replace with a list of things you cannot grieve. For complete minutes please contact ACCE representative Barb Neuman X8182.

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: DECEMBER 14, 2006

NEW BUSINESS: Classified Staff Council feels that they were put at an unfair disadvantage when they were given a total of **38** policies that changes had been made to on October 12, 2006 and were asked to review them and give any comments back to the President's Office in writing no later than November 27, 2006. (Please note that although the Board of Governor's approved said policies for distribution to the campus community for comment on August 30, 2006, Staff Council was not provided with these policies until October 12, 2006. Classified Staff Council meets once a month and did not have adequate time to review each of the **38** policies, compare them to the old policies to determine what had been changed, meet as a group to discuss these changes, compose, and then forward our comments to the President's Office by the November 27, 2006 deadline.

In the future, Classified Staff Council respectfully requests that the Human Resource Office provide proposed policy changes to them in smaller increments and in a more timely manner. We further respectfully request, as a time saving factor, that when changes are made to individual policies that we are informed of the content of these changes.

Staff Council feels a campus wide meeting should be set with faculty and staff, before students return, to discuss the situation with PEIA coverage. Staff Council will request Human Resources to set up a meeting to explain the situation.

We also discussed how crucial customer service is to the institution and that the negative remarks that have recently been made about several offices. We support the retention committee's attempts to bring a speaker to campus to speak to faculty and staff concerning retention and how crucial it is to the institution.

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of September 30, 2006 is \$2,105.18.

THANK YOU to Dr. McCullough, Ron Witt, and the Alumni Association for the Holiday Open House held on December 7, 2006 at the Liberty Oaks Bed & Breakfast. The event was well attended and enjoyed by everyone.

The next Classified Staff Council meeting will be held January 11, 2007 at 1:30p.m. in the Library Conference Room. Meetings open.

Meeting adjourned

Minutes respectfully submitted by
Stephanie North, Classified Staff Council Secretary

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: JANUARY 11, 2007

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

Absent: Cindy McGee (1), Dreaama Bush (4), Roger Bertelli (7)

APPROVAL OF MINUTES: Minutes of December 14, 2006 were motioned and approved.

OLD BUSINESS: A PEIA campus wide meeting will be scheduled after Human Resources attend an upcoming PEIA meeting on January 30, 2007. Staff members are encouraged to view the PEIA web site for details. <http://www.westvirginia.com/peia/>

NEW BUSINESS: Barb Neuman announced the top three candidates for WLSC presidency will be released soon. Each candidate's resume will be available at the Elbin Library for review. Feel free to review these resumes and make notes, however, you will not be able to Xerox them.

Each candidate will be scheduled to attend campus interviews beginning January 23, 2007. Tentatively, the staff session will be in the morning on each candidate's scheduled date. The three candidates names will be announced additionally with the times and dates for each campus interview. At the staff's campus interview session, there will be scoring sheets available for your personal comments and grading. It was suggested if you did not feel the candidate was a choice, you are encouraged to indicate that on the scoring sheet provided. ****BRING A PEN!!!** The campus interview sessions will be held in the ASRC Boyle Conference Room. It is suggested that you think about questions you would like to present to the candidates prior to January 23. The campus interview sessions will be approximately 45 minutes.

Once the staff's campus interview session(s) is completed, you may hold onto your scoring sheets until the last candidate is interviewed **OR** you may choose one of the following options **PRIOR TO NOON on JANUARY 25!** :

- A) **HAND DELIVER** your scoring sheet(s) after each candidate or after all three candidates to Mary Blair. **DO NOT** mail the scoring sheets because of a time factor of counting the votes by January 25!!!! *****OR*****
- B) Send your scoring/comments to Mary Blair via email (blairmar@westliberty.edu) **prior to NOON on JANUARY 25!**

It was suggested that WLSC staff do their homework and feel free to research each candidate's past employment for a thorough comprehension of that individual's qualification to be WLSC's president.

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COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: JANUARY 11, 2007

Should staff have any questions regarding the presidential campus interview sessions, please contact your staff representatives.

Next scheduled Staff Council meeting is February 8, 2007 at 1:30 in the Library Conference Room.

Meeting Adjourned at 2:30p.m.

Respectfully Submitted:

Samantha Heald

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: FEBRUARY 8, 2007

REGULAR MEETING –February 8, 2007

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), Roger Bertelli (5), Barb Neuman (ACCE)

Absent: Cindy McGee (1), Mary Kosar (BOG), Barb Neuman (ACCE), and Samantha Heald (4)

A motion was made to accept the January 11th minutes by Rhonda Tysk and Alan Ramsey seconded the motion. Minutes accepted.

BOARD OF GOVERNORS- No Report

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) - No report

NEW BUSINESS: Elections will be held in April for all Classified Staff Groups. The group listing can be viewed at www.westliberty.edu under the heading faculty/staff. If you wish to nominate someone please check with them to make sure they are a willing candidate. Please note we need two candidates form each group. Current member's terms are expiring June 30, 2007.

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

Paul (Marty) Henderson, Trades Specialist I 2007-Physical Plant	New Hire-effective February 1,
Debbie Heinzeroth, Accounting Clerk II 1, 2007-Bus Office	Reclassification-effective February
Bob Wise, Data Base Specialist 16, 2007-IT Services	Reclassification-effective January
Belinda McCardle, Admin. Secretary 2007-HR	Reclassification-effective January 1,
Daniel Hopkins, Asst. Coach/Student Services 2007-Athl/Student Affairs	New Hire-effective January 16,
Rebecca Myers, Student Program Advisor Affairs	Resignation-January 5, 2007-Student

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of December 31, 2006 is \$2,219.94.

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COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: FEBRUARY 8, 2007

The next Classified Staff Council meeting will be held March 8, 2007 at 1:30p.m. in the Library Conference Room. Meetings open.

Meeting adjourned

Minutes respectfully submitted by
Stephanie North, Classified Staff Council Secretary

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: March 22, 2007

REGULAR MEETING –March 22, 2007

Present: Ed Stewart, Council Chairperson (1), Nancy Quigley (1), Alan Ramsey (3), Dreama Bush (4), Roger Bertelli (5), Barb Neuman (ACCE), Cindy McGee (1)

Absent: Mary Kosar (BOG), and Samantha Heald (4)

A motion was made to accept the February 8th minutes by Alan and Roger seconded the motion. Minutes accepted.

BOARD OF GOVERNORS- No Report

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) -

Bill's affecting Higher Education will be reported by ACCE Rep after the April meeting.

OLD BUSINESS:

Following discussion by Staff Council the group listings have been corrected in accordance with WV Code, Groups 1 through 5. The list follows on the next page.

NEW BUSINESS: Elections will be held in April for all Classified Staff Groups and representatives. The group listing can be viewed at www.wlsc.edu/Administration/HumanResources/Classified_groups.asp This can be found on the College website under the heading faculty/staff. If you wish to nominate someone please check with them to make sure they are a willing candidate. Please note we need two candidates from each group. Current member's terms are due to expire June 30, 2007. Names must be submitted to Ed Stewart stewart@westliberty.edu **NO LATER THAN FRIDAY, APRIL 6, 2007.**

As per WV Code 18B2A-1(h) & WV Code 18B-6-6:

Every two years Staff Council reps, Staff Council Chair, the BOG rep (Board of Governors) and the ACCE rep (Advisory Council of Classified Employees) are elected with terms beginning July 1.

Staff Council reps can serve unlimited terms, meeting once a month. (those currently serving may be re-elected)

ACCE rep can serve unlimited terms (meeting once monthly throughout the state, travel involved)

BOG rep: "The member representing classified employees serves for a term of two years. Each term begins on the first day of July. Members representing classified employees are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years." (Attend six meetings every fiscal year, usually held on campus)

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: March 22, 2007

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

Paul (Marty) Henderson, Trades Specialist I Plant	Resignation-March 1, 2007-Physical
Belinda McCardle, Admin. Secretary 2007-Physical Plant	Lateral Transfer-effective March 16,
Keith Kaczor, Trades Specialist I 2007-Housing	Lateral Transfer-effective March 16,
	Maintenance
Gary Stuntz, Trades Specialist Lead I	Retired-November 11, 2006
James Best, Trades Specialist Lead I	Hired-March 16, 2007
Michelle Pissos, Student Program Advisor	Hired-February 15, 2007

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of January 31, 2007 is \$2,248.61.

The next Classified Staff Council meeting will be held April 12, 2007 at 1:30p.m. in the Library Conference Room. Meetings are open.

Motion to adjourn meeting by Alan and seconded by Cindy. Meeting adjourned

Minutes respectfully submitted by
Ed Stewart, Classified Staff Council Chair

WEST LIBERTY STATE COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: April 16, 2007

REGULAR MEETING – April 16, 2007

Present: Ed Stewart, Council Chairperson (1), Nancy Quigley (1), Barbara Neuman for (Alan Ramsey) (3), Janet Kimble for (Dreama Bush) (4), Barb Neuman (ACCE), Cindy McGee (1)

Absent: Mary Kosar (BOG), Samantha Heald (4) and Roger Bertelli (5)

A motion was made by Nancy and seconded by Janet to accept the March 22nd minutes. Minutes accepted.

BOARD OF GOVERNORS- No Report

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE) -

See attached ACCE report given by Barbara Neuman.

SPECIAL PRESENTATION – by Rhonda Noble

“Health Promotion Committee” – new proposed "Smoking Policy" on campus was written by the committee and explained to Staff Council by Rhonda Noble asking for our support of the policy.

A motion was made by Cindy and seconded by Nancy – vote taken and was unanimously approved.

OLD BUSINESS:

At time of this meeting, the current nominations for Staff Council positions are:

ACCE	-	Barbara Neuman and Mary Ann Edwards
BOG	-	Beverly Burke
Group 2	-	Paula Tomasik

It was discussed and decided by Council that an e-mail would be sent out informing Classified Staff on campus that nominations should be in by April 20th. It would also be announced that the elections would be held on Friday, April 27th, from 11:30 am to 1:30 pm, located in the hallway outside of Financial Aid Office in Main Hall, the site of the past elections. An e-mail would also be sent to Dr. McCullough to let him know this same information.

NEW BUSINESS:

Ed Stewart provided the quarterly funding report on the *Classified Staff Employee Scholarship*. The income currently available for program activity as of February 28, 2007 is \$2,298.95.

The next Classified Staff Council meeting will be held May 10, 2007 at 1:30p.m. in the Library Conference Room. Meetings are open.

Motion to adjourn meeting by Janet and seconded by Nancy. Meeting adjourned

Minutes respectfully submitted by
Ed Stewart, Classified Staff Council Chair



Advisory Council for Classified Employees

April 16, 2007
Barbara Neuman

The following legislative bills were the highlight for higher education during the 2007 session:

SB442 – Grievance Procedure

The bill was passed and became effective immediately upon the signature of the governor. It will now be a 3 step process instead of a 4 step process.

Step One will be with the President and/or his or her designee

Step Two will be a mediation process

Step Three will be with the grievance board

SB187 – Sunset Law

Higher Ed has now been swept into the Sunset Law

SB667 & HB2931 – Tuition Wavers

A military person on active duty that has been killed, their spouse and family will receive full paid tuition.

HB3009 – Rules Bill

This is a bill to be able to expand workforce programs with businesses.

HB – 2558 VETOED

This bill contained language that would have lifted the cap on our salary scale. This was very important to those employees that have reached their 15 years of service and reached their salary cap when a governor gives an increase. The language for lifting the cap was included with other laws that were not related, therefore the governor had to veto the bill.

SALARY INCREASES

State Employees (example: DOT, etc) will receive \$600 to \$1,200

K-12 will received a 3.5% increase

Higher Education schools will follow their Salary Policy that was approved by their BOG's

ACCE REPORT

April 16, 2007

There was much discussion via ACCE and Vice Chancellor Dennis Taylor concerning salary increases. Some schools are toying with the idea of waiting until October 1, before giving raises. Reason given, institutions would have a better guide knowing how many students they have and what they would be receiving in the way of tuition and fees in order to give raises and perhaps even a higher increase.

My argument and other ACCE reps to this theory with Mr. Taylor:

ACCE REPORT

April 16, 2007

1. Institutions have already submitted to Charleston the projected raises for the next two years (if Staff Council recalls, our Spring 06' Staff Council meeting with the president we were told, salaries had already been projected and plans are we (WLSC) by 2008, could be fully funded on our Mercer Schedule). Institutions have deadlines to meet to submit these projections to their institutional boards and to the HEPC for prior approval.
2. For years raises have always been given the beginning of a fiscal year (July 1, WLSC has always been very good at complying with July 1). Why in the past 4 to 5 years has this all of a sudden become a problem among some institutions delaying raises?
3. Institutions know how to project expenses, so what do employees gain by not receiving their raise until Oct.1?
4. Another ACCE rep stated, then perhaps it should not be called a yearly raise, because employees are only receiving an 8 or 9 month raise.
5. The legislative budget is set and given to agencies for the fiscal year and that is what other state agencies follow. This is the purpose of projecting budgets.

ACCE then moved forward to discussing the Leadership Conference being held June 10-12, 2007 at "The Woods" in Keyser, WV. As soon as Classified elections are held, representatives (ACCE, BOG and Staff Council Chair) need to start the process of securing their money and making their reservations. Committees and agenda were being assigned to make yet another very informative and successful conference. Keynote speaker will be First Lady of WV, Mrs. Manchin. Others speakers will be Higher Education Chairs and Vice Chair, Finance Chair, the 2 Chancellors and Vice Chancellor and our HEPC lawyer. LOCEA representatives will also be invited.

The ACCE retreat will be July 22-24 at Pipestem, WV.

WEST LIBERTY STATE COLLEGE
COUNCIL OF CLASSIFIED EMPLOYEES

MINUTES OF MEETING: May 10, 2007

To be provided as soon as possible.