



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – November 12, 2009

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Bev Burke (BOG), Mary Ann Edwards (ACCE), Terry Marsh (6/7), Cindy McGee (1), Brad Forshey (3), Michelle Pissos (3), Alan Ramsey (5), Randy Ratcliffe (6/7), and Mikie Zaleski (5).

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

The meeting was called to order at 1:30 p.m. by Chairperson Bo McConnaughy.

A motion to accept the minutes from the October 8, 2009 Classified Staff Council meeting was made by Bev Burke, seconded by Stacie Bado; motion passed unanimously.

Bo welcomed guest Brian Warmuth, Executive Director of Human Resources. Bo had asked for input on possible seminars to be held on campus and asked Brian to give the group an update.

Brian stated that he is always available to answer questions to the best of his ability or to help in any way to conduct business. He is at the meeting today to discuss seminars that could be held on campus and it focusing on the second semester. He has spoken with Jann Hoke, Director of the WV EEO Office in Charleston, WV. This office is available to conduct training free of charge. The seminar would be regarding sexual harassment and discrimination issues. This seminar would be open to staff and faculty.

Another topic for a seminar would be directed toward supervisor training. Hoke's office also has a seminar titled "Why Train Supervisors About the Law." Brian had presented this type of seminar a number of years ago and feels we are overdue for this type of training. Brian is open for suggestions on other types of seminars. He could look into a skills seminar, such as Banner, if there is an area anyone is interested in for training. Let Brian or Bo know your thoughts and they can see what can be done to make the arrangements. If we are going to spend money on a seminar it should be on something people want and are interested in.

The question was raised regarding a morning and afternoon session so that larger offices can attend and what days a seminar could be held. There is also the possibility that a seminar could be held over two days to provide better availability to the campus. If the seminar involves faculty and staff there are many schedules to try to accommodate.

Another area Brian has been working on is developing a type of intranet. He has been working with Jim Clark and Becky McCullough to develop an intranet library. The library would consist of purchased training, presentation content, and other types of on-demand training. An example would be the drivers training many employees take online for the State for certification. This would be available through the intranet for employees. There could also be specialty areas specifically directed to staff or faculty. Students could use the program as well and programs could be made through our own Media Arts Center. We are currently moving forward with this program with a time frame for the spring of 2010.

PEIA hearings are being set-up in various areas of the State. Locally there will be a meeting in Wheeling on November 18th at WVNCC starting at 6:00 p.m. If you wish to speak you need to sign-in at 5:30 p.m. Increases discussed will take effect July 1, 2010. A 4% premium is being discussed, along with reductions in benefits and increased deductibles. There is also some discussion of PEIA incentives and/or penalties with regard to a person's personal medical information. If you have an unhealthy life style, including high blood pressure, cholesterol, obesity, your premium could be higher. If you lead a healthy life style your premium could be reduced.

With regard to campus training and seminars, Brian is also planning to conduct training regarding the proper preparation of the PIQ form for all staff and staff supervisors. A date has not been scheduled, but may be conducted after the second semester in late May or June.

Bo McConaughy asked that Brian conduct at least one seminar that would be staff specific. Bo would talk with Rosey Miller about the cost being covered with Staff Development funds.

BOARD OF GOVERNORS:

Although Bev had sent out her Board reports to Classified Staff a few weeks ago, she did note that one of the discussions was regarding the fact that the meetings have been moved off campus and the time has changed. The last meeting was to be held at Touchstone, then moved to OVMC at 3:00 p.m. The Student Government representative, Shane Stack, has class at that time, not to mention a test that day. Generally there are not many faculty, staff, or students in attendance, but moving the meetings off campus eliminates the possibility of attending. The meeting needs to be on campus so Board members can see the campus and possibly attend other functions. BOG Vice Chair Stultz will talk with Chair Joseph about having the meetings back on campus.

The Board had also gone to a consent agenda some time ago. The idea of the consent agenda is to approve a group of items at one time. If any of these items needed moved to the regular agenda for discussion or questions, those completing the reports had previously attended the meetings and you could ask them questions. These people are no longer invited to the meetings. Vice Chair Stultz will talk with Chair Joseph about inviting those who submit reports to the meetings.

The next BOG meeting will be held Wednesday, December 9, 2009.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

Mary Ann Edwards gave the following report from the ACCE meeting held October 22, 2009 at Pierpont Community & Technical College in Fairmont, WV.

- The Legislative Committee is encouraging everyone to try and get their local delegates to attend Classified Staff Council meetings. It is important to make contact with the delegates.
- PEIA public hearing meetings have been scheduled throughout the State. For the Wheeling area the meeting will be held November 18, 2009 at WVNCC, 1704 Market Street. There is a web site called **PEIAwatch.wordpress.com** that is very informative and gives a very good idea of what employees could be facing in 2010.
- There was lengthy discussion and broke into groups to work on the Personnel Study presentation to be made to the HEPC on November 20, 2009. This legislatively mandated study is not dead and we feel we are closer to getting this study through the legislature than we have ever been.
- The next meeting is November 19, 2009 at WVU in Morgantown, WV.

OLD BUSINESS:

Bo asked what kind of response we had to the email regarding the holiday gathering. Mary Ann stated that although there was some interest, it didn't appear to be near enough people to put together an event.

Bo gave a breakdown on the amount of people who have picked up their tickets to sell for the fundraiser, what the payout would be for winning numbers, and prize cost for those selling tickets. Out of 115 classified staff members only 45 people have picked up their tickets. It is not too late to pick up tickets. Tickets need to be turned back in to the Business Office by November 23, 2009. Employees are encouraged to sell as many tickets as they can and turn in what they could not sell. Employees are not responsible for unsold tickets. They are responsible for lost or stolen tickets.

A concern was brought up at last month's meeting regarding employee parking behind Shaw Hall and adjacent to the Annex building. Bo is still checking on this situation.

A motion to adjourn was made by Cindy McGee and seconded by Brad Forshey; motion passed unanimously. Meeting adjourned at 2:12 p.m.

The next meeting of Classified Staff Council is scheduled for December 10, 2009 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by
Mary Ann Edwards, Classified Staff Council Secretary