



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – October 10, 2012

Present: Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Stacie Groch (4), Bruce Jochum (6/7), Bo McConnaughy (5), Jill Nixon (4), Michelle Pissos (3), Alan Ramsey (5), Dawn Swiger (4), Jared Thompson

Absent: Cindy McGee (1)

Guest: Tammi Secrist, Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:30 p.m. by Chairperson Bo McConnaughy.

Bo introduced Tammi Secrist, who was attending the meeting to explain WLU's SmartCampus Initiative, which is to engage the University community in identifying practices/processes that are inefficient or ineffective, and propose ways in which practices/processes can be improved to produce greater efficiency and/or effectiveness. She is in the process of coordinating focus groups, which will meet October 19th through December 1st, and compile the data received from the groups for the President to present to the campus community. A web site and schedule of events will be posted in the near future.

The focus group meetings will last approximately two hours, normally a breakfast or lunch meeting, with thank you take-aways for the participants. Participants will be asked to provide their thoughts on anything from policies and procedures, technology and resources, facilities, the workplace environment, and other areas within the campus community, and how we can improve or change these areas. The schedule of meetings has not been finalized at this time.

Participants will be able to speak freely with their groups with no fear of retribution. Classified Staff Council will have their own session with participants wearing a name tag with only a number on the tag as recognition. Each group will also appoint a note taker for their group. Student interns will work with the data compilation, with Ron Witt working with spreadsheets for compilation of the full report. These meetings are not mandatory but it does give groups a chance to be heard, share concerns, and look for a potential fix.

During the second semester there will be new focus groups and a follow-up survey with this information added to the data previously collected. Bo stated that this is not a gripe session; it is classified staff's opportunity to let people know what we think and offer ideas for change. It was also noted that many times in the past when these opportunities are given, nothing is ever done with the results. Bo would like all members of Classified Staff Council to attend; if you are unable to attend you will have access to a survey and questions. Classified Staff Council's focus group will meet **October 23, 2012 at 12:00 noon in the R. Emmett Boyle Conference Center.** Bev Burke stated that we need to take a good look at our policies, not just those relating to classified staff. Classified Staff Council will meet on October 18, 2012 to discuss issues to be brought to the focus group meeting on the 23rd.

Bo asked if there were any questions or revisions to the minutes. There being none, a motion to accept the minutes from the September 13, 2012 meeting of Classified Staff Council was then made by Bev Burke and seconded by Dawn Swiger; motion passed unanimously.

BOARD OF GOVERNORS:

None. The next Board of Governors meeting will be held October 17, 2012 in the R. Emmett Boyle Conference Center.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

ACCE – September 17, 2012 – Blue Ridge Community & Technical College, Martinsburg, WV

- District 16 Senator Herb Snyder and President Pete Checkovich both spoke with regard to legislation and items of interest in and around Martinsburg involving Blue Ridge CTC.
- Laura Nauman, HEPC Human Resources Project Specialist, gave updates on:
 - a. Quartile systems – stating this system is popular with public and private industry with a minimum/mid/maximum range. The question was asked whether they were putting the cart before the horse; who has this been presented to? Ms. Nauman stated that it will be put out for discussion. We are open to new systems, but need to talk with all involved to understand, ease of administering, affordability, etc.
 - b. Fox Lawson – They are currently looking at our challenges and reviewing previous suggestions for a compensation system. The HEPC is still feeding them data and will meet with CHRO's and ACCE when feasible; they understand the transparency issue. Meetings with constituent groups were part of the proposal.
 - c. ModernThink – Their report was distributed to the HRO's, they have corrected issues and are working on final reports. It will be three to four weeks for completion. A copy of the final report to fact-check should be received October 10th and returned by October 24th. Preliminary reports will be presented to LOCEA and the legislature in early December, with a final report in January.
 - d. Emergency Rule – There will be a meeting with the committee next week for 1 ½ days to iron-out the rule. Amy Pitzer will bring ACCE comments to the meeting.
- Paul Martinelli, WVU, explained the WVU pay increase structure for their employees.
- SB330 timelines were discussed and the fact that deadlines have been missed. A motion was made for the ACCE Chair to send a letter to all concerned that the process is not moving and resources have not been allocated to make it move. The letter will be sent to the Chancellors, Vice Chancellors, and legislative Education Committee chairs. There had been a bill before the legislature to extend the deadlines for SB330, but this bill did not pass. There are no new deadlines; six of the nine deadlines have been missed. These deadlines are law.
- Chair Pitzer noted with regard to the emergency rule; the emergency rule and the final rule have to match with no surprises or changes. This is part of the reason it is taking so long to establish the rule. The Committee is having their first meeting September 25 and 26, 2012. April 1st is the deadline ACCE is proposing.
- Chair Pitzer will make committee assignments and inform the group at a later date.
- The next meeting will be held at Bridgemont Community and Technical College in Montgomery, WV on October 24, 2012.

OLD BUSINESS:

None.

NEW BUSINESS:

Bo stated that he had talked with Jim Stultz about revamping policies. The order of precedence is Federal, State, Board of Governors, and the remaining campus policies. Many policies are misused by supervisors. Bo distributed Progressive Discipline for WLU, a program he has been working on with Jim Stultz. Bo asked the group to look at the document and let him know what we think. This document would create a paper trail for discipline; what rule/policy was violated, written warnings, and no surprises.

The question was asked if there had been any discussion with regard to the last minutes and parking. Bo stated that he did not meet with anyone on the subject. Parking will continue to be an issue until the new science building is complete. We would like to eventually meet with faculty and talk with SGA about the parking policy.

A brief discussion was held with regard to student morale and the smoking policy and social media issues with housing.

A discussion was held with regard to employee evaluations. Mr. Stultz stated that their office is getting caught up on the new hire evaluations and are working toward the remaining workforce. With no reward

or incentive linked to the evaluations many bypass the process. Bev Burke noted that without employee evaluations, when a situation comes along and there's a problem with an employee, if evaluations have not been completed there's no paper trail to see if the employee was receiving negative evaluations. Corrective action can begin with the employee evaluation. If an employee has continually received positive evaluations and suddenly there's a problem, why weren't problems noted in the evaluations? Were the evaluations done properly to begin with? Mr. Stultz stated that performance issues have occurred and when a supervisor has been asked to show where the concern was noted in an evaluation, they can't because there was no evaluation. Bo McConnaughy asked if we can create our own evaluation system, to which Mr. Stultz stated "yes."

It was noted that the position being advertised for the PA Program is now an Administrative Secretary-Senior, paygrade 12. Was this position reevaluated from the Administrative Secretary, paygrade 10? Mr. Stultz stated that the position was reevaluated; a PIQ can be revised when there are changes to the position. If there is a legitimate need to have a position reevaluated it should be done. There is a bank of PIQ's maintained at WVU.

The meeting adjourned at 2:45 p.m.

The next regular scheduled meeting of Classified Staff Council is October 18, 2012 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