



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – October 10, 2013

Present: Becky Bugaj (3), Bev Burke (BOG), Mary Ann Edwards (4) Stacie Groch (5), Bo McConnaughy (5), Michelle Stack (1), Jim Stultz, Dawn Swiger (4)

Absent: Brad Forshey (3), Travis Hinkle (3), Bruce Jochum (6/7), Cindy McGee (1), Jill Nixon (ACCE), Alan Ramsey (5)

Guests: President Capehart, Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:33 p.m. by Chair Bo McConnaughy. Bo welcomed President Capehart and Jim Stultz, VP of Human Resources.

President Capehart stated that for the past six years a budget was developed for submission to the HEPC. Two years ago an Administrative Procedure was put into place for this process but it was never implemented. The procedure is now in place and the University Planning Committee will follow this procedure for the upcoming budget. It is helpful to have a process to be able to show resources, where money is spent, what generates revenue, etc.; where we are financially.

When the budget was approved by the Board of Governors we had a surplus of \$300,000. Currently we are down \$400,000 due to enrollment; revenue for many colleges and universities in the State are down for the same reason. Another 7.5% budget cut is slated for next year's budget, which if it's in the Governor's budget in November it's in for good. There's more to the big picture than not enough money in the budget; when it begins to affect our health care, the teachers we produce, and entrepreneurship it's really going to start to have an impact. It's important we make the Legislature understand we can't deliver in a quality manner with these continued cuts. Tuition will have to go up; there are bills we have to pay. We all need to get involved. With another cut of \$700,000 it will put the State appropriation down about 40% in value.

If we take another 7.5% budget cut we will be getting into the meat and bones of the University. We have put together a University Planning Council to take a broader view of the budget process. The meeting will be open for anyone to attend. We are fine financially this year and are looking at next year's budget. When you look at how much the HEPC has in the budget for higher education and they take 7.5%, this excludes money to the Higher Education Grant Program. When the grant money is figured in, the majority of which goes to community colleges, the budget cut is approximately 8.9%. Although the budget cuts are still in negotiation, an 8.9%-9.0% is possible.

The President's Council only consists of the seven four-year colleges and universities, and we agree on many of the issues. Marshall and WVU employ six lobbyists and are able to push through bills to their benefit. They are also exempt from other areas required by the State such as the switch to the Banner system. At this time we are working to eliminate the 7.5% budget cut and get an Ease of Burden package for the regular colleges and universities for the many reports required to be filed but most likely never read.

The University Planning Council will meet the first week of November and more data will come out of this meeting. President Capehart asked if there were any questions. Bev Burke asked how many students we were down, to which President Capehart stated about 60 or 70, and numbers were also down in the residence halls. Bev asked if there is any indication why, to which President Capehart stated that it's not just WLU, but the same almost everywhere in the State. Our out-of-state numbers came up and the Education graduate program brought in more students than predicted. We are looking at ideas for raising tuition for 300-400 level classes. The Regional Admissions Representatives recruiting the Eastern Panhandle have helped bring in students that that area.

Mr. Stultz stated that President Capehart mentioned the new budget process; Bo McConaughy will take part in the budget process and be a voice for the classified staff. The process is pretty complex with a breakdown of the three thrusts of the budget; academic departments, administrative departments, and general campus committees. All of the information comes back to the Administrative Planning Team and ultimately to the Board of Governors. There will be a great degree of diversity with broad participation in this process and general meetings will be open. The ACCE representative will also be involved in the process. The final product will ultimately be filed with the State.

Last year a lot of time and effort was expended in the SmartCampus Initiative. There will be a meeting next week to review the executive summary of the SmartCampus suggestions coming out of the focus groups. These suggestions will be put into a final document and WLU will attempt to find ways to be more efficient. With the SmartCampus initiative we have selected five things to save money and work more efficiently on campus.

Bo asked if there were any questions or revisions to the minutes. There being none, a motion was made by Bev Burke and seconded by Stacie Groch to accept the minutes from the September 12, 2013 meeting of Classified Staff Council; motion passed unanimously.

BOARD OF GOVERNORS:

None. The next meeting will be held October 16, 2013.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

Jill Nixon is the new ACCE representative for WLU. She was unable to attend the previous meeting and the next meeting will be held October 24, 2013 at Marshall University. Mr. Stultz stated that he has given Jill a lot of material on SB 330. There is a great sense of frustration with faculty and its impact on their group. Mr. Stultz doesn't see the concept of job relationships across the State between Classified Staff, Faculty, and Non-Classified happening financially.

OLD BUSINESS:

None.

NEW BUSINESS:

WVU has a master file of PIQ's that will be put on disc and kept in the Elbin Library for everyone's access. Some of the job descriptions will be unique to WVU. This information is the closest thing to a state-wide library of PIQ's. A discussion followed with regard to the numerous job descriptions on file and times when there is still not a match in the system when updating a PIQ. WLU is currently in compliance with their percentage of non-classified employees. There are two classified staff coaches who are being moved to non-classified status due to some of their job duties. They have been met with and are in agreement with this change.

Brad Forshey has resigned his position with Classified Staff Council with his change in status effective in January, 2014. Bo will talk with members of Group 7 to see who may want to take his position. Dan Hopkins is the other coach moving to non-classified.

The meeting adjourned at 2:25 p.m.

The next regular scheduled meeting of Classified Staff Council is November 14, 2013 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