



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – September 12, 2013

Present: Becky Bugaj (3), Bev Burke (BOG), Mary Ann Edwards (4) Stacie Groch (5), Bruce Jochum (6/7), Bo McConnaughy (5), Cindy McGee (1), Jill Nixon (ACCE), Alan Ramsey (5), Michelle Stack (1), Jim Stultz, Dawn Swiger (4)

Absent: Brad Forshey (3), Travis Hinkle (3)

The meeting was called to order in the Elbin Library conference room at 1:02 p.m. by Chair Bo McConnaughy.

Bo distributed an updated copy of the Classified Staff Groups List. The list can also be viewed on-line at <http://www.westliberty.edu/classified-staff-council/files/2013/08/Classified-Staff-Groups-Listing-as-of-August-21-2013.pdf>

Jim Stultz, VP of Human Resources, distributed a copy of the Office of Human Resources goals for 2013-14. These goals were presented to the WLU Board of Governors at the last meeting; much of it is administrative work. Each member of the President's Cabinet put together their goals for AY 2013-14. Human Resources is looking at their role in conjunction with SB 330 and the legislative requirements. A work group is being put together to work on positioning HR as they should be and do in a positive way.

Series 3, parts of which deal with HR administration, repeals various aspects of Series 38, some of which is driven by SB 330. Changes are being looked at for awarding additional credit for years of work upon initial hiring. Catastrophic leave and leave in general are being reviewed as to how they should be handled to be in compliance.

Faculty Senate has a statewide advisory council similar to the ACCE and they have severe disagreements with the market study done related to SB 330. Fox Lawson conducted the relative market equity study looking at classified staff and faculty and comparisons to the private sector doing the same type of work in those jobs. The State HR system needs addressed and the salary structure and how to apply this to the classified staff salary scale. This would apply to all groups; classified, non-classified, and faculty. Fox Lawson was hired to do the study but it's gotten bogged down and there's been no movement on what should be done. The HEPC has now hired Mercer (who developed the original Mercer pay scale) to supervise and oversee Fox Lawson. A discussion followed with regard to uniform pay scales throughout the State, HR evaluations, best practices, and implementation.

**BOARD OF GOVERNORS:**

Bev Burke stated that the last Board of Governors meeting consisted of updates and goals from all areas and the swearing in of two new members; Sandra Chapman and Joe Carey. The next meeting will be held October 16, 2013.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):**

Mary Ann Edwards has resigned as the ACCE representative for WLU. Jill Nixon, Records Officer in the Registrar's Office, is the new representative. The next meeting will be held at Eastern West Virginia CTC in Moorefield, WV on September 26, 2013.

**OLD BUSINESS:**

The Staff Development Committee consists of Cindy McGee, Bev Burke, LuAnn Johnson, and Bo McConnaughy. Bo stated that Jack Wright has kept the budget amount for Staff Development at the same level as last year and we need to be sure to make employees aware of these funds. Any request over \$1,200

requires written justification and approval of the Committee. Staff Development can be used for training or conferences, books, fees and other events employees wish to attend with approval by the Committee.

**NEW BUSINESS:**

Bo stated that he is working on a new employee orientation program with Human Resources. There would likely be training for supervisors and staff who supervise. Jill Nixon stated that introductions to key people (Scott Cook, Katie Cooper, Marcella Snyder, etc.) should be included. Also, campus tours, including departments so employees can see the new hire and meet the deans. With regard to new faculty, they need to be aware of important dates; cut off for drop/add classes, etc. There is already a campus script written by Courtney Drahos that could be included in a new hire pamphlet. Many times employees see emails for job openings but never hear who was hired into a position. A follow-up email would be nice so employee's know who was hired. This would also be helpful for the mailroom to update their list and mailboxes. Some departments have photos of faculty and employees; would it be possible for all employees to have their photo on the web? The orientation could last a full day with lunch, some history of the campus, information on sporting and other types of events, parking, food, I.D. cards, State Code requirements, evaluations, the difference between exempt/non-exempt classified positions, etc. Bev Burke stated that faculty receive an orientation packet containing this information. There is an on-line handbook for adjunct faculty. There should also be a list of offices, what they handle, and contact information. One of the most important issues we need to get employees to understand is that we are here to serve the students. If anyone has any suggestions for the orientation please email Bo McConnaughy at [mconnbo@westliberty.edu](mailto:mconnbo@westliberty.edu).

There was a brief discussion regarding smoking on campus. This is still a work in progress with issues to be resolved.

The meeting adjourned at 1:50 p.m.

The next regular scheduled meeting of Classified Staff Council is October 10, 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