



**COUNCIL of CLASSIFIED EMPLOYEES**  
**West Liberty State College**

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*West Liberty, West Virginia 26074*

REGULAR MEETING – September 13, 2007

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Beverly Burke (BOG), Eleanor Coen (4), Cindy McGee (1), Ashlea Minch (3), Nancy Quigley (1), Alan Ramsey (5), Paula Tomasik (3), Mikie Turner (3)

Absent: Roger Bertelli (6/7), Mary Ann Edwards (ACCE), Keith Kaczor (6/7).

The meeting was called to order at 1:35 by Chairperson Bo McConnaughy.

A motion was made and seconded to accept the August 9, 2007 minutes; motion unanimously approved.

**BOARD OF GOVERNORS:** Beverly reported that voting on the alcohol policy (please refer to the e-mail message sent out to everyone by Beverly) will take place in October. Possession of alcohol on campus would be limited to the first two floors of Beta by students who are 21 or older. Even if alcohol on campus is approved, President Capehart has the authority to abolish the policy if there is abuse of the use of alcohol. All classified staff members are asked to contact his/her classified staff representative to let them know how **YOU** want Staff Council to vote on this important issue. The new listing for classified staff is on the West Liberty website, or contact one of the representatives shown above. Beverly also reported on the day-long orientation she attended at Liberty Oaks for the Board of Governors. The orientation was attended by Board members, administrators from West Liberty, and the staff and faculty BOG representatives. The roles of HEPC and BOG were explained and all administrators gave reports. Beverly said the enthusiasm and concern that Lynn Exley displays leads her to believe that Lynne Exley will be a very involved President who is dedicated to West Liberty State College.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** There was no report but there was a discussion about the Classified Staff by-laws. Since it had been reported previously that each institution can write their own by-laws, as long as they are in compliance with State Code, Bo suggested a committee be formed to redo Classified Staff by-laws. Nancy Quigley made a motion to form a committee, seconded by Ashlea Minch, approved by all. The committee will consist of Bo, Nancy and Cindy McGee.

**OLD BUSINESS:** The classified staff listing on the West Liberty website has been updated as of 8/21/2007. There are still five groups, but the numbering is different. Please check out the new listing to see the current group numbers. Ashlea Minch has been appointed by executive decision of Staff Council President, Bo McConnaughy, to represent Group 3. Stacie Bado has been appointed to represent Group 4 (Dreama has resigned). Thanks to both ladies for agreeing

to represent classified staff. It is noted that Roger Bertelli will not be attending staff council meetings for awhile due to surgery. We wish him a speedy recovery.

Grievance forms are now on-line at the West Liberty website. Anyone who does not have access to a computer can request a form from Eleanor Coen at 8053.

On August 10<sup>th</sup> Vice Chancellor Dennis Taylor and Personnel Study Coordinator Nichelle Perkins conducted a presentation at the Boyle Conference Center concerning state-wide job titles and job descriptions in state colleges and universities. The Classification Subcommittee from that study has compiled a *Benchmark Capsule Descriptions for HEPC Market Study RFP (August 2007)*, which is a partial listing of job class titles and their descriptions used throughout the state college and university system. While this is not an all-encompassing list, it is a very impressive listing. All Classified Staff Representatives have a copy of this list to share with staff members.

Bo stated that requesting a donation from WLSC Foundation for the Classified Staff Employee Fund has been put on hold until a new Director is named.

A thank-you has been received from Dr. McCullough for the letter he received on behalf of Classified Staff. Here is a copy of the letter sent to Dr. McCullough on behalf of Classified Staff:



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty State College*

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*West Liberty, West Virginia 26074*

August 13, 2007

Dr. John McCullough  
Executive Vice President  
Chief Administrative Officer

Dear Dr. McCullough:

On behalf of classified staff, the members of Staff Council wish to convey our gratitude and sincere thanks for your diligent efforts on our behalf. Your example of integrity and loyalty to West Liberty State College guided us through difficult times. You have restored confidence and pride through your calm, confident, and assertive leadership, and as a result, we have reunited as a cohesive working unit. Once again we are proud to serve West Liberty State College as valued employees.

We recognize that you always give credit to those around you for the many successes that you inspire. Your gracious and self-effacing leadership encourages everyone who works with you and brings out the best in us all. Your wonderful sense of humor and quick wit makes you approachable and promotes an enjoyable and entertaining work environment.

We are grateful for the guidance, support, and friendship you unselfishly give to the staff of West Liberty State College. Thank you for your exemplary service to our college and your continued commitment to its success.

Sincerely,

Staff Council

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Roger Bertelli	Eleanor Coen	Cindy McGee	Paula Tomasik
Beverly Burke	Mary Ann Edwards	Nancy Quigley	Micahlene Turner
Dreama Bush	Bo McConaughy	Alan Ramsey	

This is a copy of Dr. McCullough's thank you:

Roger, Bev, Dreama, Eleanor, Mary Ann, Bo, Cindy, Nancy, Alan, Paula, Mikie---

I want to **thank you very much** for your kind letter to me.

I have always considered it to be **my good fortune** to be able to work with quality colleagues--such as you--in striving to continually improve the level of service that we provide to our students and to all constituencies of the College.

Without question, the ongoing role played by all of our classified staff members is essential to the overall level of quality that this College can provide. Your willingness to serve on Classified Staff Council and to represent your co-workers in addressing a wide array of issues and opportunities is certainly commendable. Classified Staff Council stands as an important advisory body to the College.

If I can assist in any fashion, please let me know. While I'll never make idle promises and assurances, I'll always try--as best I can--to help and assist.

I am **very appreciative** of your letter to me, and I wish you all the best.

I am very proud to be able to call you "friends and colleagues."

John

**NEW BUSINESS:** There was no new business.

A motion to adjourn was made by Paula Tomasik, seconded by Mikie Turner, approved by all.  
Meeting adjourned at 2:15 p.m.

The next meeting of Classified Staff council is scheduled for October 11, 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Eleanor Coen, Classified Staff Council Secretary