



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – September 4, 2014

Present: Becky Bugaj (3), Bev Burke (BOG), Mary Ann Edwards (4), Bruce Jochum (6/7), Bo McConaughy (5), Ken Murray (6/7), Alan Ramsey (5), Michelle Stack (1), Dawn Swiger (4)

Absent: Travis Hinkle (3), Cindy McGee (1)

Guest: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:32 p.m. by Chair Bo McConaughy.

Bo asked if there were any questions or revisions to the minutes. There being none a motion was made to accept the minutes of the August 5, 2014 meeting by Beverly Burke and seconded by Ken Murray; motion passed unanimously.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

Bo stated that he has received no nominations for the ACCE position. He would like to have someone in place by September 15th. Mary Ann Edwards gave some background on the position and attending meetings. A brief discussion followed on the possibility of a rotation for attendance, but it was noted those attending would not be up to speed on information from prior meetings. Jim Stultz stated that this position is mandated by the State, and the person in this position is not penalized for attending meetings. It is supported by management and a supervisor cannot punish you for attending. It can be a frustrating position at times but it is of value and important.

BOARD OF GOVERNORS:

Bev Burke stated that Evan Newman, SGA President, was the only new Board member sworn in at the meeting held August 13, 2014. The Institutional Master Plan was approved and can be viewed at <http://www.westliberty.edu/bog/files/2011/09/WLU-Institutional-Master-Plan-2014-19.pdf>. The football stadium was renamed to the West Family Stadium and direct reports of the President gave their updates and goals for the year. In the spring, WLU will begin assessing a fee on all credit card transaction. A brief discussion followed with regard to Russek field. The next Board of Governors meeting will be held October 15, 2014.

OLD BUSINESS:

A discussion was held with regard to updates to the Classified Staff Constitution and Bylaws and the Classified Staff Scholarship. Bo reviewed the information and a motion to accept the changes was then made by Bruce Jochum and seconded by Becky Bugaj; motion passed unanimously. Updated information will be posted to the Classified Staff web site.

With the resignation of Stacie Groch as a representative from Group 4, Katie Cooper is attending before she makes her decision to represent Group 4. The Classified Staff Groups list will be updated and the new list posted on the Classified Staff Council web page under the “About” drop down.

A discussion followed regarding representatives meeting with their groups; whether it is a campus-wide meeting of classified staff in College Hall or individual meetings. Groups need to be updated on what’s happening. Jim Stultz stated there was a possibility he could assist with beverages for small groups meeting in the Alumni conference room. Representatives should inform Bo when they can get their areas to meet.

Bo talked with Stephanie North with regard to the excellence award and getting the information out to campus earlier in the semester. In the past, the earlier the information was sent out the less response she received. An earlier deadline for nominations was suggested to have more time to make a decision on the winner. In order for faculty and students to participate, Bo suggested disbursing the information April 1st, with a deadline of May 1st for nominations. A discussion followed on the criteria, point systems, and list of classified staff members.

NEW BUSINESS:

With regard to the Classified Staff Scholarship Fund, Bo stated that if we use the fund we need to be thinking of fundraisers to replace these monies.

With regard to limiting p-card use in departments, the question was raised as to whether the extra responsibility is something that should be changed in a PIQ. Jim Stultz said it's possible, but it depends on the volume of work. Additional work should be monitored and discussed with the supervisor.

Jim Stultz stated that there is required education for Title IX dealing with the safe school environment. If a person is aware of or think there could be a dangerous situation, whether it's harassment, stalking, etc., it is their duty to report it. As a compliance issue, training needs to be implemented and is currently being outlined by Marcella Snyder and Bridgette Dawson.

Mr. Stultz also gave an update on enrollment, which won't be finalized until early October. The 3% drop in enrollment is on target; WLU is up in metro student numbers, but down in out-of-state/in-state students. Occupancy is down in the residence halls, with one hall now closed. This is the trend across the state at colleges and universities having declining student enrollment. There are discussions on the consolidation of some services throughout the state.

The next meeting will be held Thursday, October 9, 2014 at 1:30 p.m. in the Elbin Library conference room. Meetings are open to all classified staff.

A motion to adjourn was made by Mary Ann Edwards and seconded by Ken Murray. The meeting adjourned at 2:30 p.m.

Minutes respectfully submitted by
Mary Ann Edwards, Secretary