



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – September 8, 2011

Present: Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Stacie Groch (4), Terry Marsh (6/7), Bo McConnaughy (5), Michelle Pissos (3), Randy Ratcliffe (6/7)

Absent: Brad Forshey (3), Cindy McGee (1), Alan Ramsey (5), Dawn Swiger (4)

Guests: Jim Stultz

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

Bo asked if there were any questions or revisions to the minutes. There being none, a motion to accept the minutes from the August 15, 2011 meeting of Classified Staff Council; motioned passed unanimously.

Bo asked Jim Stultz to give an update to the group. He stated that he and Michele DeRita attended PIQ training at Fairmont University last Friday. He is hopeful to resolve some of the PIQ issues on campus and be able to get back with people in a few weeks. In the future, PIQ decisions will be made on campus except for new positions which are unique in content. Disagreements with PIQ decisions can be referred down state for final review.

We are still working to put into place a new information system that will generate the monthly leave report for employees. One system being looked at is the Orange Human Resource Management (OrangeHRM) software package. Another system the HEPC wants to use is PeopleAdmin, which has a central database at WVU that keeps all current PIQ's in the state. With PeopleAdmin an employee can go in and bring up a family of PIQ's, compare their own PIQ, and see how they are weighted. If we go with this system, get it up and rolling, which will take time, we will have the ability to process PIQ's quickly, clear-up the mystery surrounding PIQ's and make them easy to understand. Bo asked what the estimated time-frame is to have this system operational, to which Mr. Stultz replied "the first of the year." There should be a bid on the audit process of HR functions out by the end of the month. Bo asked if an employee can come to HR and asked to see a PIQ, to which Mr. Stultz relied "yes." He also stated that many things need caught up, such as the PIQ's. This is a requirement of SB 330 and it will be done. An employee can request to see their HR file and it will be made available for review.

The question was asked that if PIQ is denied, can the employee come to Jim for an explanation, to which Mr. Stultz replied "yes." Most PIQ's should be approved if the employee and supervisor have worked together on the PIQ. Disagreements will be referred down state.

The statement was made that many new positions have been created on campus and employees have not been given an opportunity to apply for these positions. Mr. Stultz stated that if it's a non-classified position there are limits imposed on the number of classified to non-classified positions in SB 330. Bo stated that for many years there was never a straight answer on the percentage of the two classifications, but thought WLU was not in compliance. Mr. Stultz stated that there are salary ranges and processes in place for non-classified positions.

The question of classified staff/non-classified teaching has been an issue for quite some time. There needs to be some continuity in this matter. If a classified staff member teaches a class they are required to use vacation/sick time if it is during their scheduled work day. If a non-classified employee teaches a class they are not required to make up this time. This doesn't seem fair between the two groups. There is an expanding need for people to teach courses. Mr. Stultz stated that the increasing concern that classified staff was not fully represented at the table is much of the reason for SB 330; it would not have evolved if

there had been fairness and reasonableness between groups. Items contained in this bill are mandated and can't be ignored; WLU is required to comply.

Bev Burke stated that for the classified staff presentation to the BOG, we need to define the good things we do and possibly points contained in SB 330. Mr. Stultz stated that he would like to do a presentation to the BOG at the October meeting with regard to SB 330, with the classified staff possibly presenting at the following meeting. The Board needs a clear understanding of the policies and procedures that need to be followed.

BOARD OF GOVERNORS:

None - the next Board of Governors meeting will be held October 12, 2011 in the R. Emmett Boyle Conference Center.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

ACCE – August 29, 2011 – West Virginia Northern Community College, Wheeling, WV

- Dr. Olshinsky welcomed the group to WVNCC, followed by a question and answer period. Peggy Carmichael, Chief Human Resources Officer (CHRO) for Northern was also in attendance to answer any questions.
- An Ad Hoc committee – CAB (Constitution and Bylaws) was formed to look at the must have information per state code and what is considered “best practices.” Mary Ann Edwards will chair the committee. Their charge is to develop an ACCE reference paper that will give guidance on what Classified Staff Council Constitutions and Bylaws have to have according to state code and what is considered best practices for CAB’s that will allow councils the ability to fulfill their mission to the “greater good” of the classified employees that they serve. A timeline of six months was given to complete this task.
- Lana Cooke, representing Paul Martinelli for WVU and the West Virginia Healthy Workplace Bill State Coordinator, distributed information with regard to the Health Workplace Bill. WV is the 19th state to introduce such a bill intended to deter workplace bullying. To learn more about the bill and offer support please visit wv@healthworkplacebill.org or healthyworkplacebill.org.
- A legislative update was given by Ken Harbaugh. Representatives need to keep in contact with their local delegates, making them aware of issues involving higher education, inviting them to meetings and other campus events.
- A benefits update was given by Bill Porterfield. Currently the 24/26 pay period pros and cons are being widely discussed. Most campuses seem to be in favor of a 26 pay period.
- An update was given by each representative on current issues pertaining to their campus.
- The next meeting will be held at WVU Institute of Technology in Montgomery, WV on September 21, 2011.

OLD BUSINESS:

Bev Burke stated that it is in State Code that the Classified Staff Council is to meet with the Board of Governors once a year. Bev will ask that the Classified Staff Council be added to the agenda for the December 7, 2011 BOG meeting.

As noted in the July minutes, there was a time when new employees were shown around campus and introduced as much as possible to fellow employees. Classified Staff Council would appreciate new employees receiving this type of introduction in the future. Bo will check with Human Resources to see if they are able to notify supervisors and make these arrangements.

NEW BUSINESS:

A question was asked with regard to vacation/sick time; classified staff work a 37.5 hour work week. When a person takes a vacation or sick day it is turned in as eight (8) hours. Since it is not a 40 hour work week, is this in policy? It was stated that eight (8) hours is turned in due to the fact that the remainder of the time earned is through the two breaks and lunch time.

A question was asked with regard to vacant positions not being filled, i.e. the painter’s position. If this position isn’t going to be filled, is it possible to convert it to a position with a higher level of need to be filled for the overall good of the department? A discussion followed with regard to contracting out/outsourcing.

It was also discussed whether overtime could be offered to current employees interested in this work to keep it in-house. Would there be a possibility of temporarily assigning a position to a current employee in the hopes of promoting and training within?

Bo had a copy of the smoking memo sent to the campus community. A brief discussion followed regarding the memo.

A suggestion was made that in preparation for the new parking area where the campus homes were torn down; wouldn't it make sense to fill in the holes that had once been crawl spaces of these homes with the debris that is being disposed of behind the tennis courts?

The Staff Development Committee listed on the Classified Staff Council web site needs updated. Bev Burke will get the names of the current members for updating.

A motion to adjourn was made by Mary Ann Edwards and seconded by Stacie Groch; motion passed unanimously. Meeting adjourned at 2:35 p.m.

The next meeting of Classified Staff Council is scheduled for September 8, 2011 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