



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

**REGULAR MEETING** –August 24, 2017

Present: Travis Hinkle (Chair), Michelle Panepucci (Secretary), Bob Wise (ACCE), Rhonda Tysk (BOG), Sue Garrison, Katie Cooper, Luke Tacosik, Sherri Mason, Bruce Jochum, Jason Coleman, Tasha Taylor, Kimber Fox, Keith Kaczor, Diana Harto

The meeting was called to order in the Shaw Hall board room at 1:35 p.m. by Chair Travis Hinkle.

First meeting for Chair Travis Hinkle and transition of Classified Staff Council to Staff Council.

Travis presented Katie Cooper (former chair) with plaque in appreciation for her service to council.

Review of meeting minutes from last month; revision add Tasha as present.

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

Report from Bob Wise. Attended last meeting on July 31 held in South Charleston at Bridge Valley. Met to set agenda for next year. Majority of meeting was getting everyone up to speed as there was a high turnover within the ACCE representatives. Election of new officers took place, Vice Chair became Chair and Chair became Vice Chair. The same cycle has been followed for several years now and meetings therefore have same or no outcome. Brief overview of 2542 legislation. Day 2 consisted of setting meeting for next year, legislative web search and engaging classified staff presentations. Was expected to review by laws and the web site but there was not time for it. Wrap up: What does ACCE mean for schools who lost Classified staff? Some schools are keeping the council others are moving to align the changes with the legislation. Next meeting is September 18 at WVNCC.

**BOARD OF GOVERNORS:**

Rhonda Tysk (attached report)

**NEW BUSINESS:**

Harry & Constance Hein Award Guidelines will be taken to the family for review.

Council vacancies: no longer just classified staff council, restructure council for all staff (excluding cabinet), representatives and groups may change, will need to review, email any concerns to Travis through the transition.

Katie suggested that we form a task force to review council bylaws. Recommended that Tasha assist with the process.

**Ombudsman:** Sherri reported that Betsy Wright and Bo McConnaughy are currently serving in the positions.

**Committees:**

**Social Committee:** Depending on transition, events may be planned in the future. More discussion at a later time.

Staff Development: Rhonda, Luke and Travis will have a future meeting and review of forms.

Fundraising: Luke, Chair, help from Katie and Michelle P. Will be meeting with Kelly from Sport your Colors about a possible WL apparel sale.

Scholarships: Foundation Funds and Scholarship will be taken to President Greiner for review.

Sustainability Initiative: Keith reported to council and asked for participation in sustainability on campus. Planning is under way to change the campus culture regarding sustainability, eliminating wasteful practices and saving money. Subcommittees are being formed for recycling, environmental education and research data energy. Three interns are helping in the areas of social media, research and data. Keith reviewed their mission statement and gave Travis some information to have for council.

Human Resources: Diana reported that there was a 2% raise approved for employees to be effective in October 14<sup>th</sup> for the November 10<sup>th</sup> pay. The BOG approved the definition of faculty and staff, transition of positions and accrual changes in Kronos. Policy and procedures are being updated to change wording from classified staff to just staff. Mary Ann is working on updating items. Compensation Management Rules will be developed or adopted by HEPC. JD Expert System will house job descriptions. Staff Council will transition from Classified Staff to Staff Council with the exclusions of Dr. Greiner's cabinet, those at will, directors and above and IT Services. There were questions regarding why there was not an annual salary letter so Diana said that letters would not go out every year unless the salary or position changed. Salary adjustment letters may go out after the 2% raise, all salary adjustments and position changes have been notified at this time from the transition. The state goals are to have everyone within 10% of the mid-point range. Cabinet members were given lists to review with managers for any positions that needed reviewed. At this time, all have been reviewed by HR.

The next meeting will be held on September 14<sup>th</sup> at 1:30 p.m. in the Shaw Hall board room located on the second floor. Meetings are open to all classified staff.

The meeting adjourned at 3:00pm

Minutes respectfully submitted by Michelle Panepucci

**BOARD OF GOVERNORS**  
**AUGUST 23, 2017**  
**REPORT TO STAFF**

**I. BOG Policies for Approval:**

- a. The Board approved the dissemination to campus the following policies for a 30-day comment period:
  1. Policy No. 22-Employment Innovations – (*revision*)
  2. Policy No. 24-Terms and Other Definitions – (*revision*)
  3. Policy No. 34-Nepotism-Employment of Relatives – (*revision*)
  4. Policy No. 58-Compensation Management – (*New policy*)
  
- b. The Board gave final approval for the following policy that was previously disseminated to campus constituent groups for 30-day comment. This policy had received two comments during that 30-day period:
  1. Policy No. 25-Definition of Faculty, Administration, and Staff
  
- c. Pay increase:
  1. Dr. Greiner requested the previously proposed additional 1% employee pay raise be increased to **2%**, and awarded in October 2017 (to be reflected on the November 10<sup>th</sup> paycheck). This proposal passed unanimously and will include all employees who were employed at WLU as of December 31, 2016.

**II. Reports:**

- a. Provost update: Dr. Crawford reported that there have been 23 new faculty members hired. He also reported on new graduate programs that are forthcoming and the status of these programs. Progress continues through the approval process for the Masters in Clinical Psychology and the Masters in Dental Hygiene.
  
- b. Enrollment update: Scott Cook reported enrollment increases in every area of enrollment. The figures he presented was as of August 22, 2017. Scott reported that our enrollment as of that date is **2344** representing a 7% overall increase. The other increases are as follows:
  1. First-time freshmen: 527 (14% increase)
  2. Transfers: 174 (1% increase)
  3. Graduate Students: 274 (30% increase)
  4. New Graduate Students: 126 (5% increase)
  5. Former Students Returning: 46 (64% increase)
  6. Continuing Students: 1288 (5% increase)
  7. Students in Campus Housing: 1066 (5% increase)
  8. International Students: 63 (5% increase) 25 countries represented
  
- c. WLU Foundation report: Angie Hill gave a report on the WLU Foundation Development Plan FY 2018 that included the Areas of Focus (Current Needs) & Goals and their Total Goal - (\$2,300,000). She also noted their areas of opportunity and the planned solicitations/events for the upcoming year. Angie also talked about the downtown office located on Main Street in Wheeling in the old Hornes Building. They will be hiring a full-time staff member to be at the downtown office.
  
- d. Student Government Association update: Adam Croasmun and Chelsea Williams attended the Board meeting to give an SGA update. Student Government President Reid Boden has stepped down from his position. Adam Croasmun is currently serving as Acting President until an election is held within the next two weeks. Chelsea Williams, gave an update on

things that are currently being planned by SGA and also how their budget will be handled moving forward.

**III. President's Report: Dr. Greiner provided a report/update on the following:**

- A condensed summary of Accomplishments and Activities.
- Project updates regarding:
  - a. the transformation of Boyd and Rogers Hall
  - b. the new convenient store located in the College Union
  - c. the new "Slice of Life" eatery in the College Union
  - d. the 23 new employee parking spots that were added around Main Hall
  - e. the McKinley and Associate Architect drawing for Phase 1 of the track/soccer field.
- The President's Goals and Objectives for 2016-17, which included the following:
  1. Strengthen the quality of Academic, Student Services, and Athletic Programs.
    - a. Add one new graduate program by August 2017
    - b. Add one new athletic program by August 2017
  2. Strengthen enrollment
    - a. Increase enrollment 2% by September 2017
  3. Maintain financial stability
    - a. Balance the University budget by July 2017
    - b. Increase cash balance 5% by July 2017
  4. Increase the efficiency of University Operations and Facilities
    - a. Add a new student housing option by August 2017
    - b. Upgrade technology infrastructure by August 2017
  5. Strengthen University fund-raising and Advancement initiatives
    - a. Increase private giving 5% by July 2017
  6. Enhance the Visibility and Awareness of the University to the Community.
    - a. Serve on at least one local governmental/non-profit board by August 2017
    - b. Add one new public/media relations publication by August 2017

All agreed that Dr. Greiner has *more* than accomplished all of these goals.

*It should also be noted that Dr. Greiner was instrumental in making sure that staff continued to have a voting representative on the Board of Governors in spite of the changes with HB2542 and the current wording of state code that refers to having a "Classified" Staff member on the BOG. He took this issue before the Board of Governor's Executive Committee and requested that I remain in my BOG representative role until WV Code could be changed to Staff rather than Classified Staff. All agreed.*

**IV. Finance Report:**

Roberta Linger presented FY18 Operating Budget status. Revenue is trending well and WLU is on course for the first month of FY18. She also noted with heightened cash awareness on financial aid, she is watching cash balance daily.

**Next BOG meeting is scheduled for October 4, 2017 at 4:00 pm.**

*Report respectfully submitted by:*

*Rhonda Tysk, WLU Board of Governors Staff Representative*