



COUNCIL of CLASSIFIED EMPLOYEES

*West Liberty University
West Liberty, West Virginia*

MEETING – June 15, 2017

26074

Present: Sign-in sheet passed around room (attached), Dr. Greiner, Diana Harto

The meeting was called to order in the Boyle Conference Room at 1:30 p.m. by Chair Katie Cooper.

UPDATE FROM HUMAN RESOURCES: Diana Harto

House Bill 2542 Section 18 B

- Went in to effect on June 12
- Each institution can revise their policies; can follow HEPC or go with new policy of their own
 - University must define the following:
 - What role everyone in, who falls into what categories
 - How to define critical employees
 - Any new policies would be approved by board of governors
- Eliminates 15 step seniority chart (Mercer scale)
 - WLU has always been up to step with the Mercer Scale (even with budget crisis)
 - Increment will not change and is fully funded
 - Many schools are behind schedule so we are ahead of schedule
- Definition for non-classified employees in these categories may changes classified employees to non-classified:
 - Decision and policy makers
 - Directly reports to president
 - IT related positions
 - FLSA exempt salary
 - Critical positions
- Removes ratio of classified to non-classified
- Eliminates hourly classified preference seniority
 - Open positions can now be posted on and off campus at the same time to get the most qualified candidate
- Removes bumping and recall (based on seniority) if a reduction in force should happen. Would require recall under old law, but now is removed.

- Timeline:
 - Acting as quickly and thoroughly as possible. Anyone falling in to the categories will be notified in 30-60 day time range.
- Next board meeting will be in August so will need to be prepared and take to executive board
- Subcommittee
 - Roberta Linger, Scott Cook, Brian Crawford, Diana Harto
- PIQs will go away, job descriptions and job evaluations will replace
 - HEPC already converted PIQs to job descriptions
 - No updates in PIQ for years? Slotted in HEPC may not be correct. Looking at each individual positions. HR will break down at department levels and have each supervisor look at each person.
- Flexibility rule as to how compensation is handled; market study was done and will be moving forward with from now on in order to compete with salary ranges
 - Next step is to look at current policies, slot positions (everyone will be brought to minimum)
 - Will help to retain employees, attract quality candidates and give increases when the budget is stable
- Performance will be based on evaluations, training was given to supervisors, consistent across the board to keep it fair , will continue ongoing training
- Education can be compensated if it is part of the job (not if it is not within the job)
- Next week's meetings will have PowerPoint with pay scale and FAQ, please plan to attend a session

Dr. Greiner added:

- Taking time is important for HR to go about this process. Dr. Greiner encouraged questions and to understand that WL didn't initiate it but does have to respond.
- We don't know what the budget will be yet. Proposed senate 13% (11%+2%) House 2%+2% between \$300k to 1 million cut
- Professional development was required for staff in budget but no requirement is there any longer but he thinks it is important so this will depending on budget
- People are worried about cuts; don't worry until Dr Greiner worries. We will deal with cuts as he has 16 years history of dealing with budget cuts and fighting for positions. Wouldn't get rid of people with good evaluations.
- Board is in favor of raise in the fall if funds are available. Dr. Greiner believes in enhancement

- Dr Greiner came in with the 1.2 million deficit and budget is now balanced
- Will and pleasure will not be at risk of being fired without reason
- Very pleased with enrollment (increase for first time in 4 years) Thanks to admissions and recruitment.
 - Make it a habit and priority to stop and talk to prospective visits and families, welcome them so that they leave with a feeling of act of kindness. Enrollment looks promising.
- Proposed tuition increase but we will try to keep minimal with changing fee structures
- Projects this summer: Boyd hall project is being transformed and he is pleased with it
 - Boyd hall is already full, Rogers 3&4 floors is same
- Alumni Park, pyramids removed. Student's top suggestion was a large water fountain, declined idea instead a designer was hired with external funds to do an outdoor fire pit.
- Moving dirt by fall, late summer track and soccer complex. Intended area, gravel lot by baseball field.
- Student union, Pizza Hutt and Taco Bell gone to be replaced by Italian place; Convenient store open until 11pm Construction starts next week
- Encourages you to attend 1 of 2 meetings next week on the 21st for further information from HR.
 - If you can't attend, get your council member to take questions to meeting for you.

OLD BUSINESS: Katie Cooper, Chair

Picnic, June 16 12-4pm G-Top

- Make arrangements to clock out
- Donations for prizes, bring to Katie.
- Games for picnic can be brought on Friday.
- Required to stay until 4pm or take vacation, no alcohol during your shift until after 4pm

Next meeting in July (transition meeting), election of new officers will take place to move forward

Under new law, not required to maintain a council but Katie thinks that one would continue

Meeting ended at 2:25pm

Minutes respectfully submitted by
Michelle Panepucci (4)

Classified Staff Meeting Sign-In

6/15/2017 1:30pm

Name

Shannon Harris

Lisa Witeberger

Savannah Moore

Sherri Mason

Anthony Sacatino

Luke Tacosik

Kimberly Fox

Kate Billings

BOB WISE

Jason Coleman

Michelle Filberto

Mitchell Moon

Amy Whipley

Sara Sweeney

Kelly Baker

Beth Barr

Shari Bukett

Sue Garrison

Kim Nemec

Tasha Taylor

Robert SANS

Classified Staff Meeting Sign-In

6/15/2017 1:30pm

Name
Ginny Bartholomew
Dawn Swiger
Joseph Hill
Tom Miller
Stephanie North
Michelle Stack
Gregory A. Church
Katie Cooper
Rhonda Turk
Michelle Panepucci
Becky Buzs