**REGULAR MEETING** –March 8, 2018

Present: Travis Hinkle (Chair), Katie Cooper, Michelle Panepucci, Tasha Taylor, Rich Blankenship, Sherri Mason, Sue Garrison, Dawn Swiger, Cindy Gray, Laura Musilli, Diana Harto

The meeting was called to order at 1:34 p.m. by Chair Travis Hinkle.

Review of meeting minutes from last month; no changes

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

No Report from Bob Wise (Absent). Next Meeting will be on April 9.

**BOARD OF GOVERNORS (BOG):**

No Report from Rhonda Tysk (Absent). Next Meeting will be on April 4.

**OLD BUSINESS:**

Jeans Friday Update

1. For those who already have payroll deduction in place, should they be able to participate without donating?
2. Council emphasized that this is an additional fundraiser for the staff scholarship so those who already have payroll deduction should treat jeans Friday as an additional donation
3. Maintenance staff already wear jeans so can they be permitted to wear WLU t-shirts? “Topper Pride”

Vote: 4-0 Council approved additional donation for Jeans Friday to specifically fund staff scholarship

Vote: 4-0 Council approved maintenance staff to wear t-shirts on Jeans Friday

Next Jeans Friday : March 30th $2/month donation or $20 for the entire year

**Ombudsperson:** Future dates need to be communicated with staff. Diana will arrange upcoming date with them and notify staff by email.

**NEW BUSINESS:**

**Web:** Michelle reported that jeans Friday will be on the web now. Travis requested that we add Rich to the council list. Nothing more to report this month.

**Staff scholarship:** Katie asked that we review the staff scholarship form (handout). A discussion was had on whether or not graduate students should be eligible. A new scoring matrix and rank for applicants will need to be developed. Katie will revise and bring to April meeting for council vote.

**Committees:**

**Staff Development**: No report

**Fundraising**: Luke Tacosik was handling the apparel sale and he is no longer employed at WL. Sherri agreed to chair the fundraising apparel sale for the Spring. Potentially open sale on March 29th and close on April 13th. Additional items suggested were water bottles, long sleeve t-shirts and umbrellas.

Engagement Committee: Events listed on agenda. 3/15 PEIA Go365 Session, 3/21 Employee Social at the G-Top, 3/27 Vacation Planning.

**Human Resources:**

Diana reported that the 5% raise from the governor has not been determined for higher ed. The raiser is to be based on the number of FTE from the 2017 payroll, average salary of state appropriations, the 5% would not be on base pay but looking at an average. There was an article on WV Metro News from WVU that explained it very well. We are waiting on the budget bill and how the governor words it will determine more. CHROs statewide say that it is too early to tell. Proposed date of March 26th but was later last year. WL is only 18% state funded. Sue is working on Neo Gov on boarding, new employer portal to be live April 2. Student Employment Requisitions are due by end of month. Performance Reviews begin on April 2. See HR website for timeline.

An employee concern was addressed in regards to the compensation scale, pay ranges, pay reward, etc. Diana will send compensation guidelines/chart to Travis to attach to the minutes.

The next meeting will be held on April 12th at 1:30 p.m. in Board Room of Shaw Hall. Meetings are

open to all classified staff.

Motion to adjourn meeting by Katie, seconded by Tasha.

The meeting adjourned at 2:54pm

Minutes respectfully submitted by Michelle Panepucci