



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – December 8, 2011

Present: Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Bruce Jochum (6/7), Cindy McGee (1), Terry Marsh (6/7), Bo McConnaughy (5), Alan Ramsey (5), Dawn Swiger (4)

Absent: Becky Bugaj (1), Stacie Groch (4), Michelle Pissos (3)

Guest: Jim Stultz

The meeting was called to order in the Elbin Library conference room at 1:32 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 November 10, 2011 was then made by Beverly Burke and seconded by Terry Marsh; motioned passed unanimously.

Jim Stultz distributed the Human Resources Report dated December 7, 2011 that he had presented at the Board of Governors meeting December 7, 2011. Much of his presentation dealt with SB 330 and the major impact it has on Human Resources and how it relates to classified staff. The RFP for the initial phase of SB 330 was released today. The audit and report card on HR is to be completed by February 2012 with campus visits to follow. There are 22 colleges and universities across the state required to be encompassed in the in-depth review.

Page four of the information deals with SB 330 work groups; eventually WLU will have a representative or two in these work groups. Classified staff is included for a balanced representation of all groups. With regard to classification/compensation, WLU is fully funded; some have not been successful in fully funding. It is state mandated they must get to the point of fully funded. Institutions that have reached full funding can create a pay scale and bring it to a higher income level for the area. There are 650 job classes in the system for classified staff to look at with the market study and evaluation system.

A survey was done on what we see as needs we have in the job class structure and there was a sense of the same needs across the state. The HR audit was originally to be completed by the end of October, but the RFP has just been released. Page three of the information deals with the past; studies that were never incorporated into a course of action. SB 330 will incorporate these studies and move forward to make the bill work. As an information item, there are 27,209 employees in higher education in the State of West Virginia; 9,843 are classified staff. At WLU there are 142 faculty, 128 classified and 38 non-classified. SB 330 has emphasis on reducing the number of non-classified personnel. By July 2013 the percentage of non-classified employees is not to exceed 25% of total employees; this percentage drops to 20% by 2015.

The last page of the information highlights 2012 happenings in HR; enhanced HR involvement, SB 330 requirements, compensation reviews for faculty, classified and non-classified employees, revise evaluation program, improve customer service, recruitment program, system to record leave time that an employee can look at daily, PIQ training for staff and managers and doing a better job explaining benefits package. HR is looking into having TIAA CREF on campus for a period of time to review retirement information, possibly holding seminars and luncheons.

Bo McConnaughy suggested looking at WLU policies for those that are outdated or need revised. Mr. Stultz stated that this is a requirement of SB 330. HR has many policies that need updated and John Davis has been given responsibility of this area.

Mr. Stultz also stated that they are taking a serious look at a tobacco-free campus. Ample time will be given to make the campus aware of this change and smoking cessation will be made available to students and employees. If the plan goes as scheduled, the smoke-free campus will take affect for employees the first of the fiscal year and for students with the beginning of the 2012 fall semester. Two issues to bring about this change is the lack of response to keeping smoking areas clean and the smokeless tobacco. Smokeless tobacco falls under Board policy. Whether students are unaware of this policy or just disregard the policy is not clear; the student handbook only deals with smoking and not smokeless tobacco.

Mr. Stultz touched briefly on sick days and how they are used after retirement. Depending on an employees hire date, upon retirement three sick days will cover one months insurance. An employee can cash in 25% of their sick days while employed, but they must remain an employee after cashing in these days for at least five years.

Mr. Stultz stated that there is one PIQ under review at this time. The question was asked whether anyone can submit a PIQ for review at any time. Mr. Stultz stated that it is normally done with the concurrence of the employee's supervisor.

Bev Burke stated that there will be a new employee in the Provost Office. This is a lateral move for Crystal Lorimor, who currently works at The Highlands Center. The Provost requested approval of this position to work with new programs and assist the Assistant Provost.

BOARD OF GOVERNORS:

Bev Burke stated that at the Board meeting held last night the only action items were the Health Sciences building 4th floor addition and the Bachelor of Science in Athletic Training Degree Program. Both of these items passed unanimously. She noted that Classified Staff Council needs to work on a presentation for the February Board meeting to let the Board know what we do, who we are, our concerns, etc. Bo stated that we need to bring ideas on what to present to the board to the next Classified Staff Council meeting.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

The following is a report from the ACCE meeting held November 18, 2011 at Marshall University, Huntington, WV:

- Marshall University Chief of Staff Matt Turner welcomed the group to the campus and introduced Senator Robert "Bob" Plymale, Chair of the Senate Education Committee. Senator Plymale discussed unrealistic deadlines contained in SB 330. They are hoping to file an emergency rule with new deadlines to give 12/18 months to finalize everything. He stated that they will not let the guidelines and dates slip any more. He also stated that personnel issues dealt with through the legislature that are not being followed need to be reported to the HR office at the HEPC.
- A discussion followed with regard to WV State and possible layoffs. Senator Plymale is to check on who State's peer institutions consist of and get back with Bill Porterfield with this information. There was also a discussion with regard to State Teachers Retirement/TIAA CREF and a solution that does not penalize those in State Teachers when they change jobs within the state system.
- Dr. Shenita Brokenburr, Vice Chancellor of Human Resources, HEPC/CCTC noted that Rob Anderson has been appointed as Interim Chancellor. Laura Nauman has been hired as Human Resource Manager, one of the positions Dr. Brokenburr has been trying to fill for quite some time.
- Dr. Brokenburr gave an update on various reports and due dates, along with extended timelines for many of the reports.
- The RFP for the Human Resources Review, Report Card, Employee Satisfaction Survey and Market Compensation Study has been completed.
- Updated job descriptions should be completed by June 2012. Classified and Non-Classified should be updated by December 2012, along with the Market Study.
- Positions/duplicate positions will be cleaned-up and titles will be consistent across the board. The benchmark for positions was 285 but could go as high as 300-400.
- The next meeting is to be held at the Marshall University Graduate Center in South Charleston, WV on January 19, 2012.

OLD BUSINESS:

None.

NEW BUSINESS:

It was noted that some errors have occurred with the vacation/sick time reports; employees need to check the reports they receive for accuracy. It was also stated that since these reports aren't received in a timely manner it is difficult to check the reports until a better system is put into place.

A motion to adjourn was made by Brad Forshey and seconded by Bev Burke; motion passed unanimously. Meeting adjourned at 2:27 p.m.

The next meeting of Classified Staff Council is scheduled for January 12, 2012 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