



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

*West Liberty, West Virginia 26074*

REGULAR MEETING – February 17, 2010

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Becky Bugaj (1), Bev Burke (BOG), Mary Ann Edwards (ACCE), Brad Forshey (3), Terry Marsh (6/7), Michelle Pissos (3), Alan Ramsey (5), Randy Ratcliffe (6/7), Dawn Swiger (4), Mikie Zaleski (5)

Absent: Cindy McGee (1)

The meeting was called to order in the Boyle Conference Center at 1:30 p.m. by Chairperson Bo McConnaughy.

Bo welcomed President Capehart to the meeting. President Capehart wanted to address issues or concerns related to Senate Bill #480, which involves the Personnel Study. The President stated that 50 to 60 percent of the bill is excellent and supports some of the changes. There are three problems that he sees; (1) number of institutions with excessive non-classified staff who do not fully fund the Mercer scale; (2) performance assessment system, which the State has but nobody uses like they're supposed to; if they did the end gain would be merit increases but there's no money for merit increases. This is frustrating and needs addressed; and (3) inconsistent PIQ system. There are other sections of this bill which do not deal with classified staff.

One of the main issues West Liberty has with SB 480 is the non-classified percentage. We are a small institution and have approximately 41 non-classified positions, 13 of which are coaches. This is very comparable to most institutions. This was put in the bill to require institutions to reduce their number of non-classified positions; institutions who aren't being prudent in this area.

SB 480 may also remove the salary schedule from statute. Currently, with the salary schedule in statute, it makes it difficult for us to pay the salary necessary for positions that are in demand. Taking the salary scale out of statute would allow us to work toward specialized classifications.

SB 480 will probably be merged with another bill; the flexibility bill (SB 588). This bill will rescind some of the flexibility given to Marshall and WVU five years ago. In speaking with Senator Plymale, he thinks SB 480 will go through. President Capehart stated that he will be in Charleston tomorrow and can give an update on the status of the Bill when he returns.

Bev asked if SB 480 does pass, would the salary schedule change and if so, would it be funded? President Capehart stated that the salary schedule will most likely be taken out of statute and will be managed by the individual institutions. The problem some institutions such as ourselves and Shepherd have is that our border areas make it difficult to hire individuals at a competitive wage. If we move the scale away from State Code we can pay over and above the minimum when needed and eliminate the 15 year cap. We are already paying above and beyond the 15 year cap on the Mercer scale. Bo thanked President Capehart for his update.

A motion to accept the minutes from the November 12, 2009 and January 14, 2010 Classified Staff Council meetings was then made by Alan Ramsey and seconded by Bev Burke; motion passed unanimously.

**BOARD OF GOVERNORS:**

Bev stated that the Board meeting to be held February 10, 2010 was cancelled due to the weather. The meeting has been rescheduled for March 2, 2010.

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

Mary Ann stated that the next ACCE meeting is tomorrow, February 18, 2010 at the Marshall University Graduate Center in Charleston, WV.

### **OLD BUSINESS:**

Bo has not met with Jack Wright regarding the parking questions and whether WFF or Sodexo employees are required to purchasing parking tags. The hang tags they do use are a mixed tag, which means they can park in any lot.

The recent Classified Staff Council Scholarship raffle raised \$2,310. Chair McConnaughy was very disappointed in the staff response for selling tickets. At the time of the sale there were 115 staff members and only 30+ members actually sold tickets. A discussion followed with regard to the scholarship application process and possibly requiring participation in fundraising events from staff whose children will benefit from the scholarships.

Bo asked for a motion to change the criteria for the Classified Staff Scholarship Application. A motion was then made by Bev Burke and seconded by Brad Forshey; motion passed unanimously.

Bo then asked for a motion to form a committee to draw up the new criteria and revamp the application process. A motion was then made by Bev Burke and seconded by Michelle Pissos; motion passed unanimously. Volunteers for the committee are Bo McConnaughy, Becky Bugaj, and Brad Forshey.

A 50/50 drawing for Classified Staff was held at a recent basketball game. Classified Staff was able to make \$500 on the drawing. The winner of the drawing donated his portion back to the Classified Staff Scholarship Fund and Cindy McGee sent a thank you note to the winner for his generosity. Another 50/50 will be held at tomorrow's basketball game. Bev, Dawn, Becky, Brad, Rhonda, and Bo volunteered to assist with sales.

A letter campaign to retired employees was suggested as a way to gain support for the Classified Staff Scholarship Fund. Bo stated that this would probably involve the Foundation and would not be possible.

Bo will work towards getting the next raffle tickets ready for distribution in March. The tickets will be \$5 per ticket with a chance to win a flat screen TV, a Nintendo Wii, and gasoline cards or hang tags, depending on the cost of these items. The equivalent cash value of the hang tags will be given if a non-employee is drawn for a hang tag. The drawing will be held May 3, 2010. Winners will be posted on the Classified Staff Council web page.

### **NEW BUSINESS:**

Terry Marsh asked for clarification on reporting time for employees who had to work on the days the school was closed. A discussion followed as to whether an employee receives comp time or overtime pay. There have been times in the past when, due to budget constraints, overtime pay is not available. Bo will get clarification on this issue.

Randy Radcliffe asked that our records show that members of the Maintenance Department did their best to accommodate the campus during the recent snows and deserve a pat on the back. Bev Burke had done an excellent email to the classified staff regarding what a great job Maintenance had done; Randy stated that they did receive a copy of the email.

A motion to adjourn was made by Randy Radcliffe and seconded by Terry Marsh; motion passed unanimously. Meeting adjourned at 2:17 p.m.

The next meeting of Classified Staff Council is scheduled for April 8, 2010 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