



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

*West Liberty, West Virginia 26074*

REGULAR MEETING – March 14, 2013

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

Absent: Becky Bugaj (3), Stacie Groch (4), Travis Hinkle (3), Michelle Stack (1)

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 of the meeting held February 14, 2013. There being none, a motion was made to accept the minutes; motion passed unanimously.

**BOARD OF GOVERNORS:**

None. The next Board of Governors meeting will be held April 17, 2013 in the Shaw Hall Board room.

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

None. The next meeting will be held at the West Virginia Higher Ed Technology Park in Charleston, WV on March 20, 2013.

**OLD BUSINESS:**

Bo stated that there is no word on the sustainability committee. Bo, Jill Nixon, Keith Kaczor, and Becky Bugaj are currently on the committee, with Bruce Jochum as a reserve. Faculty has formed a Green Committee, but Bo is not aware of any staff members on the committee.

**NEW BUSINESS:**

Classified Staff Council's response to the 30-day comment period for Policy 2: Presidential Appointments, Responsibilities, and Evaluation was submitted to John Davis. The various comments have been posted to the Board of Governors web page. Bev Burke, in reference to the last comment submitted by Classified Staff, stated that there is no such thing as a full-time adjunct. This should be clarified as a full-time non-tenured faculty member or adjunct faculty member. Faculty comments submitted are similar to Classified Staff, noting that it was stated "In closing, we concur with all other remarks made by Classified Staff Council and stand in support of those further recommendations," at the conclusion of their remarks.

Bo stated that Cindy Curry, Assistant VP of HR and Campus/Community Relations, will conduct a PIQ training session. The sessions will be conducted over two days to give employees attendance options. The sessions will be open to staff and supervisors and paid for through Staff Development funds. Depending on an employee's years of service they may not need to rewrite their PIQ; others will need to update their PIQ. We are currently waiting on notification as to whether the State is going to update the PIQ form or continue to use the current document.

At the February Classified Staff Council meeting groups were formed and assigned policies to review and note changes needing made to update the policies. Bo asked representatives from each group to state changes they felt were needed. After reviewing the changes Bo asked that each group note the changes in writing, send them to him, and he will review with Jim Stultz. Bo is still working with Jim Stultz on the progressive discipline policy that will be incorporated with the other campus policies. A brief discussion followed regarding steps in the progressive discipline, family sick leave, and nepotism policies.

The question was asked with regard to non-classified positions being moved to classified; how will this happen and will the employee retain the same rate of pay or be slotted into the Mercer scale. Bo stated that he's not sure how this will work, but WLU is to have the percentage down to 25% by July. His feeling was that if the position title matches one currently in the system that's where the employee would be slotted. If

there is no existing position a PIQ would need to be done in order to slot the position. The State is currently still slotting many of the positions in the system.

The meeting adjourned at 2:30 p.m.

The next regular scheduled meeting of Classified Staff Council is April 11, 2013 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