



COUNCIL of CLASSIFIED EMPLOYEES
West Liberty University

West Liberty, West Virginia 26074

REGULAR MEETING – October 14, 2015

Present: Katie Cooper (Chair), Bruce Jochum (6/7), Cindy McGee (1), Michelle Panepucci (4), Michelle Stack (1), Dawn Swiger (4), Rhonda Tysk (BOG), Travis Hinkle (3), Ken Murray (6/7), Alan Ramsey (5)

Guests: Lisa Marple, Randy Hollingshead, Jill Nixon, Sherri Mason, Amerigo Pate

Absent: Bob Wise (ACCE)

The meeting was called to order in the Shaw Hall board room at 1:31 p.m. by Chair Katie Cooper.

With no questions or revisions to the minutes a motion was made to accept the minutes of the September 10, 2015; Cindy McGee motioned to accept the minutes; passed unanimously.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):

Katie gave report in Bob's absence. A representative from PEIA stated that our benefits will likely be cut next year or premiums could increase. There will be a public meeting on November 9, 2015 at WVNCC. No time was listed for the meeting so Katie will check with Bob. Please attend this meeting for information or to voice your concerns.

ACCE has a website that is in the process of being updated. You can go to the website to view meeting information, minutes and information about representatives.

Payroll will move from 24-26 pays. Sherri Mason gave update on behalf of the business office. You are invited to an information session/training about bi-weekly payrolls. The sessions will be held on October 21 & 28 at either 9-10 or 12-1 each day. You must RSVP. Breakfast/Lunch will be provided by Subway if you participate. The Program will explain the impact of this conversion to your paycheck and options available to you with deductions. We will also transition from the current vacation/leave system to Kronos. Training will be held as well for this. The first pay check received bi-weekly will be on December 11th for the pay period starting on November 14th.

The next ACCE meeting will be held October 27, 2015 in Fairmont.

BOARD OF GOVERNORS:

Rhonda Tysk gave the report from the Presidential Search Committee Meeting held at 4pm on October 6th. Constituent groups were asked to recommend 2-3 finalists (according to state code) that will move forward for final interviews with the Board. Final interviews are in the process of being set up and will be held in Oglebay with only the board and Chancellor Hill. Classified staff recommended Drs. Camden, Dempsey and Greiner to be considered as finalists. Finalists will be announced publicly tonight at the board meeting.

A report of classified staff recommendations for the candidate reviews was submitted to the board. After confusion when the board asked the constituent groups not to disclose their results, Mr. DeFelice asked Rhonda and Katie to issue an official apology to staff over the misunderstanding. The board is taking everyone's opinions very seriously and confidence that staff has in the board has been restored. Rhonda and Katie both feel the relationship is strong and one of trust.

The next regular scheduled Board of Governors meeting will be held October 14, 2015 at 4:00pm.

OLD BUSINESS:

Previously a question was raised regarding Alumni Park and the status of the condition. Katie will check with Ron Witt to see if any new information is available on the plans to rejuvenate this area on the quad.

NEW BUSINESS:

Mary Ann Edwards and Becky Bugaj resigned from staff council. Alan Ramsay also stated that this was his last term serving on council. There will nomination forms for vacant positions distributed and an election will be held. Possible talks with IT services about help with an electronic voting process.

Katie addressed the importance of active attendance by staff representatives. Bylaws state that reps should not miss 3 or more meetings without notice to the chair. Katie asked that each rep choose a substitute to attend meetings if you are unable to do so. Please let her know who your sub will be by next meeting.

An extensive discussion was held with regard to how staff council has fallen off and ideas on how we can increase staff involvement to change the culture on campus. Katie met with the new HR director and she gives her full support to council. It is a goal change morale, diffuse negativity and regain the feeling of value among staff. The time is perfect to start fresh with a new administration. In addition, supervisors are to be reminded that staff are permitted to participate in classified staff functions. In addition, Katie will take the lead to set up a meeting with Michele DeRita to review and update the current classified staff listing.

Katie proposed that a meet and greet social be arranged with classified staff and the board of governors. Rhonda will have the initial conversation with them when the time is right to get this planned.

A discussion on forming committees for staff functions was addressed. Any staff can participate, they do not have to service on council. After formation of the committees is complete, volunteers will be requested to fill positions within these committees. It was proposed that the following committees be formed:

- Social & Picnic Committee (birthdays, deaths, picnics and parties)
- Scholarship Committee (collection, review and recommendation of awards)
- Orientation Committee (new staff introductions and information of policy and procedures)
- Fundraising Committee (raffles, possible night at the races, etc)
- Staff Development Committee (speakers, staff education, motivational seminars)

Bruce suggested the idea of putting together a “get to know you” staff directory so that staff can become more familiar with each other across campus. A discussion followed about the importance of showing pride in being staff by possibly having shirts made so that we can identify each other at functions, etc.

Immediate planning will begin on a staff tailgate for the November 5th night football game in order to share comradery and show a presence at events. In the future this can also be done for basketball games or other events. Cindy will ask Tom Hostutler to reserve a few spots in the tailgate area as well as see if Sodexo can donate anything. Travis will make a flyer for the event to be distributed on campus. Katie will talk with Jason Koegler about the rules on raffling off a basket and getting on the 50/50 list for future sporting events as well checking what money is currently available to staff council. Items for a raffle basket are being collected so if anyone has any ideas to receive WL items, please feel free to get donations (admissions, athletics, bookstore, etc.) A question was brought up to whether or not staff still had the perk to be permitted to enter athletic events at no charge as in the past. This will be clarified with Robin Brunner before the event so that the staff can be notified.

The next meeting will be held Thursday, November 12, 2015 at 1:30 p.m. in the Shaw Hall board room located on the second floor. Meetings are open to all classified staff.

A motion to adjourn was made by Travis Hinkle and seconded by Alan Ramsey. The meeting adjourned at 2:44 p.m.

Minutes respectfully submitted by
Michelle Panepucci (4)