



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

REGULAR MEETING – September 13, 2012

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

Absent: Stacie Groch (4), Cindy McGee (1)

Guest: Jim Stultz

The meeting was called to order in the Alumni Wall of Honor conference room at 1:32 p.m. by Chairperson 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 August 8, 2012 meeting of Classified Staff Council was then made by Brad Forshey and seconded by Alan Ramsey; motion passed unanimously.

Bev Burke read the suggestions previously noted on Policy No. 14 with regard to parking. Under 1.5 “A permit merely authorizes the individual to park on campus; it does not guarantee a place to park.” It was noted that this should apply to all employees, regardless of status. Under 2.4 “All individuals who park on campus must purchase a parking tag. Individuals living in West Liberty State College residence halls will be required to display a parking tag if parking on campus.” This statement had a question as to whether an employee lived on campus – are they required to buy a tag to park where they live? Under 2.5 “Parking tags expire on July 31<sup>st</sup> of each year,” it was noted that the parking fee should be prorated if a new employee purchases a tag within a certain time frame from this date. Other suggestions were to restrict residence hall students to park in the outer parking areas, i.e. Beta lot, tennis court lot, etc., and to have a different hang tag for this set-up. Many colleges and universities do not allow freshmen to have vehicles on campus; this could help with the parking situation. Faculty Senate submitted their recommendations to Jack Wright but they were never acted on.

Bo stated that there is a protocol for revising policies. Classified staff and faculty are going to work together to submit suggested changes to the parking policy. Mr. Stultz stated that submitting changes together would give the document more clout. The combined voices should be heard, along with the ideas and suggestions for a dialogue, and not just be forgotten. Bo will also talk with students and members of the SGA. The question was asked whether all parking areas have been changed to general parking, allowing people to park in any lot. Bo thought that maybe one or two had been changed but not all of the lots. A suggestion that the front “green zone” parking spaces would make more sense being located to the new visitor parking area beside Shaw Hall. Bo is going to check into whether there was a committee and if so, who serves on the committee to designate parking areas.

With regard to classified employees teaching during work hours, Bo updated the group that these employees are to take vacation for those hours unless, as stated by Mr. Stultz, it’s built into the employees PIQ to teach the course. The question was asked why classified and non-classified employees are teaching College 101 when faculty are available but unwilling to teach. Is it considered double-dipping for a non-classified to be paid for teaching? Mr. Stultz stated that it is not considered double-dipping for non-classified to be paid for teaching since there is no language dealing with this group.

With the possibility of budget cuts in the range of \$800,000 next year, Bo asked that the group think of cost saving suggestions. Mr. Stultz stated that President Capehart has appointed a council to look at the organization and ways to improve efficiency. Dr. McCullough will head this group and Bo will represent classified staff. The Governor has said there is the possibility of across-the-board cuts to all state agencies

of 5.5% to 7.5%. Education is to be exempted from these cuts but it's not clear if this includes higher education. In the past we have offset budget cuts with tuition increases, but we can't continue to put this on the backs of the students by way of tuition and fee increases. Out-of-state enrollment is down this semester and with the continuing increases in tuition, WLU isn't as attractive to these students as it has been in previous years. A discussion followed regarding spending from the top, excessive salaries, entertainment at sporting events, etc.

The question was asked as to where WLU stands with its ratio of classified to non-classified employees. Mr. Stultz stated that we are currently at 34%; we should be in the area of 20% to 25% with non-classified positions. These percentages are contained in recent legislation, SB 330, but much of his legislation has been disregarded. Many non-classified positions are created because there is nothing in the classified structure to hire the individuals qualified for the positions. Mr. Stultz explained the process for slotting a position within the classified system. A lengthy discussion followed with regard to non-classified hiring procedures not being followed. These positions will be posted for all employees in the future. It was stated that WLU is financially sound, yet there is no word yet on raises for faculty and non-classified.

A discussion was held with regard to progressive discipline. Mr. Stultz stated that we need to adopt an effective policy for a progressive discipline program and is working with Bo on such a policy. This is also needed for the non-classified sector.

**BOARD OF GOVERNORS:**

None. The next Board of Governors meeting will be held October 17, 2012 in the R. Emmett Boyle Conference Center.

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

None. The next meeting is to be held at Bridgmont Community & Technical College on October 24, 2012.

**OLD BUSINESS:**

The Staff Development Committee will remain with the current four members.

**NEW BUSINESS:**

None.

The meeting adjourned at 2:58 p.m.

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